



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE: School Psychologist
FLSA: Exempt/246 days/12 months

GENERAL STATEMENT: The School Psychologist provides a variety of professional services to support the academic achievement, positive behavior, and social-emotional wellness of students, especially those who struggle with barriers to learning. They play a critical role in supporting the attainment of the goals of the school division and helps to ensure that every student is ready to learn and every teacher is empowered to teach. Works with students, teachers, administrators, and families to improve academic achievement, promote positive behavior and mental health, create safe, positive school climate, support diverse learners, strengthen family-school partnerships, and improve school wide assessment and accountability.

- QUALIFICATIONS:**
1. Eligibility for Virginia Department of Education Pupil Personnel Services license with an endorsement in school psychology, required
 2. Comprehensive knowledge of the practices, methods and techniques used in the special education process for diagnostic and evaluative procedures
 3. Comprehensive knowledge of federal and state mandates and regulations
 4. Ability to work with and through other school personnel, parents and community agencies; ability to prioritize, organize, and perform work independently; ability to meet all timelines associated with federal, state and local guidelines
 5. Excellent computer skills
 6. Ability to make independent decisions in accordance with established policies and procedures
 7. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Performs psycho-educational assessments of individual students, including an assessment and interpretation of the student's intellectual, social, and emotional development.
2. Adapts psycho-educational concepts, methods and materials in designing programs and strategies intended to facilitate the total learning environment.
3. Assesses difficulties of referred students through appropriate testing and diagnostic practices.
4. Administers psychological assessments to student that are referred through the Child Study process.
5. Maintains case records on all referred students.
6. Recommends educational intervention plans.
7. Conducts individual or group counseling for children whose diagnosed problems would benefit from psychological intervention that is essentially short-term in nature.
8. Confers with teachers and parents whenever necessary.

ESSENTIAL DUTIES CONTINUED:

9. Attends child study committee meetings, FBA/BIP meetings, and IEP meetings, as needed.
10. Completes the necessary paperwork for Medicaid billing.
11. Serves as a consultant on mental health topics for instructors in the school health program.
12. Interprets psychological reports to teachers, parents and eligibility committee members.
13. Prepares and submits reports and consults on the needs of special education children and/or other groups with distinct needs/concerns.
14. Demonstrates collaboration with staff, parents and the community.
15. Demonstrates knowledge and understanding of VTSS and serves as an active committee member of a school-based VTSS team.
16. Attends appropriate staff, professional, and inter-agency meetings.
17. Assists with in-service training of school personnel.
18. Keeps abreast of new developments in the field.
19. Serves as a member of the Crisis Intervention Team, as requested.
20. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
21. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
22. Models non-discriminatory behavior in all activities.
23. Performs related work as required.

PHYSICAL REQUIREMENTS: Average amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.