

**Poquoson City Schools**  
**JOB DESCRIPTION**

**TITLE: School Psychologist**

This position is   X   or \_\_\_\_\_ non-exempt

**PRIMARY FUNCTION:**

Provide psychological services to all schools and to children of residents of Poquoson in other institutions.

**MINIMUM QUALIFICATIONS:**

- Holds bachelors and masters degree in areas necessary to hold a professional license in school psychology issued by the Virginia Department of Education

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possesses high moral standards and integrity
- Possesses strong oral and written communication skills
- Demonstrates professional and personal characteristics necessary for working effectively with children, parents, school personnel, and other members of the community
- Possesses ability to quickly learn and apply new technology
- Demonstrates strong organization and management skills
- Demonstrates ability to prepare and disseminate written reports within required timelines
- Possesses the ability to travel to more than one work location in the course of the day
- Possesses sufficient strength, agility, dexterity and mobility to carry out all performance responsibilities
- Possesses knowledge of and the ability to employ effective behavioral, mental health, and collaborative and/or other consultation approaches
- Demonstrates expertise in field of mental health to include social, affective, and adaptive domains to assist with behavioral change
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted)

**PERFORMANCE RESPONSIBILITIES:**

- Serve as member of special education eligibility committees, child study and Section 504 teams
- Serve as a consultant to the Student Progress Monitoring Team committees within each school and assist in data collection, data analysis to assist with data based decision-making
- Select and administer tests to children referred for consideration for special education services or for re-evaluation/triennial assessments
- Interpret test results to parents, school personnel, and community agencies
- Consult with school personnel, agency personnel, and parents on psychological matters involving students
- Provide family, group, or individual counseling services to referred students and families within the general education population
- Provide training and workshops to students, parents, school personnel, members of the community, and educational organizations
- Provide crisis intervention and collaborate with school personnel, parents, and the community in the aftermath of a crisis
- Provide teacher consultation and direct services to students with special needs that require more intensive services (i.e. IEP counseling, crisis intervention, modeling behavioral interventions to teachers and assist in developing functional behavior assessment and behavior intervention plans)
- Conduct threat assessments and provide crisis intervention (including collaboration between school, home, and community based supports)
- Collaborate and coordinate with other agencies to provide comprehensive services to students
- Serve on school wide committees, task forces and school-based trans-disciplinary teams, when requested
- Maintain accurate, complete records as required by law, district policy and administrative regulation
- Perform other related duties as assigned

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and contract length 225 days

**EVALUATION:**

Reports to the Director of Student Services and is evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel

**APPROVED BY DEPUTY SUPERINTENDENT OF INSTRUCTION AND SUPPORT SERVICES – May 2012**

