



**PRINCE GEORGE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE:** School Psychologist

**QUALIFICATIONS:**

1. Possess a Pupil Personnel License with a School Psychologist endorsement from the Virginia State Board of Education
2. Minimum requirements include: Master's Degree plus 30 hours in School Psychology with a one year supervised internship completed or Educational Specialist Degree in School Psychology with a one year supervised internship completed. Virginia State Board of Education requirements for School Psychologist for licensure must be met; Nationally Certified School Psychologist preferred

**REPORTS TO:** Director of Student Services

**SUPERVISES:** N/A

**JOB GOAL:** To promote educationally and psychologically healthy environments for students in Prince George County schools by providing comprehensive psychological services

**PERFORMANCE**

**RESPONSIBILITIES:**

1. Assist with the early identification of students at risk for school problems by:
  - a. serving as a resource on School Based Intervention Teams
  - b. assisting with kindergarten screenings when requested
  - c. following up on referrals made by community agencies
  - d. collaborating with community partnerships in prevention/intervention services to students and families (i.e., Back to School Fair, Toddler Fair, Transition Fair, etc.)
  - e. collaborating with school personnel at secondary level with suicide prevention programs
  - f. assisting schools with the implementation of the Suicide Prevention Guidelines
2. Assist in the determination of educational disabilities for those students preschool through high school level referred for a comprehensive evaluation by serving as a permanent member of the Eligibility Committee
  - a. completing initial and triennial psychological evaluations of students referred for special education

- b. reviewing psychological reports received from outside evaluators
- 3. Assist with appropriate placement of disabled students by:
  - a. serving on the IEP committee when requested
  - b. serving as an IEP member for Manifestation Determination Review, when requested.
  - c. serving as a team member to conduct Functional Behavioral Assessments and assist in the development of Behavior

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- Intervention Plans, when requested
- 4. Serve as a consultant to school personnel by:
  - a. providing in-service to faculty and staff when requested
  - b. interpreting psycho-social information, as appropriate
  - c. making recommendations regarding appropriate teaching methods or learning environments, upon request
  - d. consulting with school administrators regarding students who commit discipline infractions
  - e. acting as liaison between school system and mental health community
  - f. assisting in the development of appropriate classroom programs (behavior modification, token economies) as necessary
  - g. conducting student mental health assessments as part of the Threat Assessment process when requested by the Threat Assessment team
  - e. completing an intelligence test on students referred for Gifted & Talented assessments, when requested
- 5. Work with community agencies on identified youth in need of services by:
  - a. providing information requested by Social Services, Mental Health, or other agencies when appropriate releases are provided
  - b. assisting with secondary level student transition services in collaboration with community services
  - c. serving as a member with the Family Assessment & Planning Team, when requested
- 6. Provide interventions for students when needed by:
  - a. counseling individual students
  - b. counseling groups of students with identified special needs
  - c. counseling selected identified at-risk students
  - d. assisting with School Crisis Intervention
  - e. assisting with School Threat Assessment Teams
- 7. Encourage family support for student achievement by:
  - a. involving parent/guardians in conferences
  - b. presenting education programs for parents
  - c. making home visits when necessary
  - d. participating in school and community resource days to assist students and families
- 8. Assist the Director of Student Services by:
  - a.. supervising the school psychologist intern, when needed
  - b. attending staff meetings called by the Director

- c. serving on school committees requiring a psychologist's expertise when requested
- 9. Remain current in school psychology best practices by
  - a. attending professional development opportunities sponsored by the Virginia Department of Education
  - b. obtaining professional development as part of the Virginia Licensure Renewal process by attending conferences sponsored by the Virginia Academy of School Psychologists
  - c. participating in community/state/national committees and organizations that address the needs of school-age children
- 10. Perform other duties as assigned

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**PHYSICAL  
REQUIREMENTS:**

Involves frequent traveling to and from schools  
Involves mild to moderate lifting/carrying of testing materials to and from schools  
Involves fine and gross motor skills as part of testing and counseling sessions with students

**TERMS OF  
EMPLOYMENT:**

10, 11 or 12 month year contract as determined by the School Board;  
Salary based upon teacher's scale extended days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.