



Orange County Public Schools

School Psychologist

Reports To: Director of Special Education Instruction

Primary Duties: Administer standardized assessments, report writing, student observations, facilitate eligibility meetings, facilitate manifestation determination meetings, individual and/or group counseling, Medicaid billing, VTSS consults, coordinate or provide workshops and in-service trainings, implement Functional Behavior Assessments, and, on an as needed basis, educational assessments and/or at risk assessments.

Duties/Responsibilities:

- Conduct and interpret comprehensive psychological evaluations for students referred for an evaluation to determine their eligibility for special education/504 services. These evaluations may include assessments of cognitive abilities, perceptual/processing skills, social skills, adaptive functioning, and personality and emotional development.
- As needed, complete educational evaluations for those students referred for special education testing.
- Complete screenings in order to provide information and recommendations to parents and/or teachers.
- Review achievement test protocols completed by special education teachers and advise on necessary changes.
- Complete observations on all children referred for special education testing and for students who are already identified for services and are due for their triennial review.
- Conduct risk assessments and suicide assessments as needed, and remain available to serve on crisis response teams on a countywide basis.
- Assist with the development and implementation of Functional Behavior Assessments and Behavior Intervention Plans.
- Chair special education eligibility meetings at assigned schools and complete all necessary paperwork for these meetings.
- Chair Manifestation Determination Review meetings and complete all MDR paperwork.
- Serve as a consultant to Child Study Teams and VTSS Teams at designated schools.
- Offer individual and group counseling to students with emotional disabilities whose needs are not addressed by an outside provider, school guidance counselor, or the Therapeutic Day Treatment Program.
- Provide counseling services to other special education students as noted through their IEPs.
- As needed, complete short-term goal-focused counseling with general education students.
- Provide information to parents, teachers, and other school personnel regarding child development and its relationship to learning and behavior.

- Consult with teachers and administrators on the special education needs of students with disabilities.
- Provide special education teachers with guidance on how to obtain data from file reviews and current level of performance to use during triennial eligibility meetings.
- Consult with teachers and administrators on the implementation and monitoring of interventions to be used with general education students.
- Assist administrators and reading specialists in interpreting progress monitoring data.
- Coordinate or provide workshops and in-service trainings to parents and school personnel in the areas of classroom management, positive parenting skills, teaching and learning strategies, and mental health concerns.
- Bill Medicaid for psychological evaluations and for psychological services provided.
- Take data and complete reports for specified special education indicators.
- Assist with the gathering of reading benchmark data.

Qualifications:

- Certification/Licensure: Maintain licenses and professional ethics as dictated by the Department of Education, the Board of Psychology, the Department of Health Professions, and the National Association of School Psychologists.
- Stay abreast of new developments and tools in the field of psychological and educational testing, special education law, and mental health needs of children and adolescents.
- Previous school experience preferred, not required.

Approved by the Orange County School Board June 3, 2013
and updated April 10, 2018.