Southeast Area Cooperative
Job Description

Position: School Psychologist

Status: Exempt

Requirements:

Education Level: Graduate Degree in School Psychology from an accredited program is required. Eligible for South Dakota Department of Education certification as a school psychologist.

Experience Desired: Successful internship in school psychology.

Physical Requirements: The position requires good physical skills in hand-eye/mind-eye coordination, hearing and frequent repetitive motions with wrists, hands and fingers. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing and walking. Posses the physical ability to perform all the essential functions and duties identified in the job description. Valid driver's license required.

Other Requirements: Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Competence in completing assessments, developing interventions, and consulting with others. Demonstrates competency in computers and use of word processing, spreadsheets, and data entry. Demonstrates ability to work well with others.

Reports To: Director

Essential Functions & Duties:

1. administers individual psychometric assessments of students
   prepares evaluation reports for evaluation teams and parents
2. participates in school district I.E.P. team meetings, recommends eligibility for special education and assists with plans for intervention
3. participates in parent conferences, IEP meetings, and communicates with parents, as needed
4. maintains student records regarding the referral, evaluation and placement process in compliance with district, state and federal requirements
5. utilizes evaluation and intervention techniques consistent with current professional standards
6. builds good interpersonal relationships and establishes positive rapport with students, colleagues, administrators and parents
7. consults with teachers, parents and school personnel to enhance students' learning, social and behavioral skills
8. works directly with students and families, to help solve problems related to learning and adjustments
9. seeks out and participates in professional growth activities
10. provides counseling, social skills training, behavior management, and other interventions, as needed
11. assists school districts with crisis interventions
12. evaluates the effectiveness of academic programs, behavior management procedures, and other special education services provided to districts
13. participates in school and cooperative committees and adheres to cooperative policies and rules

14. provides necessary in-service training for special education and general education teachers, paraprofessionals, and school administrators
15. perform other duties as assigned by the director
16. understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act

Working Conditions:

Inside   Outside   Both
                                                                         X

Climatic Environment:
Typically, work is conducted in comfortable classrooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

Hazards:
Some classrooms, offices and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials, and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

_____   _____   _____
Signature   Print Name   Date