

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

**Position Title:** School Psychologist

**Department/Location:** School Building

**Reports to:** Building Principal and Director of Student Services

**Employees Supervised:** None

**POSITION SUMMARY:**

Under the direction of the Building Principal and the Director of Student Services, the School Psychologist provides psychological services to pupils, parents and school staff for the purpose of providing a positive learning atmosphere, promoting better pupil adjustment and promoting the full utilization of district and community educational opportunities.

**PERFORMANCE RESPONSIBILITIES:** This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Conduct assessments of all students referred to determine eligibility for special services or re-evaluate to determine suitability for continued service.
2. Interpret assessment results to parents, teachers and/or administrators as needed.
3. Evaluate educational strengths and weaknesses of students and assist staff in selecting and working with effective behavioral intervention strategies for use with students presenting behavioral problems that interfere with educational programming.
4. Serve as a member of the Student Support Team in assigned school(s).
5. Write evaluation reports on students assessed, and ensure that assessment records are placed in student files and that information is communicated to parents and staff working with the student.
6. Provide direct guidance and assistance to students with learning, behavioral and adjustment problems.
7. Conduct functional analysis of behavior to determine if students are eligible for behavioral programming, and assist in the development of behavior plans if needed/appropriate.
8. Coordinate special services at assigned schools.
9. Assist in development of systematic procedures for screening, referral, team assessment, program planning, placement and follow-up for regular and special education students.
10. Assist teachers in the development of effective Individualized Education Programs (IEPs) for students.

11. Provide crisis counseling for students, parents and teachers followed by referral to appropriate agencies as warranted.
12. Provide training for staff on interpretation of assessment results, behavioral programming, pre-referral intervention, referrals and restraint procedures.
13. Provide staff training and consultation on special education laws, rules and procedures.
14. Consult with administrators, parents and teachers regarding students referred for psychological services other than special education. This may include conferences, observations, and assessments through formal or informal testing, including specific recommendations to remediate concerns.
15. Provide follow-up consultation for students referred who are placed in special education classes and for those that are not placed but are in need of some type of additional educational, emotional and/or social educational assistance.
16. Continue to maintain and improve professional competence.
17. Maintain appropriate certifications and training hours as required.
18. Attend work regularly.
19. Perform other duties as assigned.

#### Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

### **QUALIFICATIONS:**

#### Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction School Psychologist license (7062), or eligibility to obtain appropriate license upon hire required.
2. Experience with differentiating instruction preferred.
3. Experience working with diverse learners and supporting culturally responsive practices preferred.
4. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

#### Knowledge, Skills, and Abilities

1. Understanding of the psychometric properties of various test instruments.
2. Working knowledge of the principles, practices and ethical standards of School Psychology.
3. Working knowledge of special education laws, rules and regulations and of district policies and procedures, and the ability to apply these to help ensure district compliance.

4. Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.
5. Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students.
6. Mediation skills and the ability to train others in conflict resolution.
7. Knowledge of child development theories and development stages and needs.
8. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
9. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
10. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
11. Excellent verbal and written communication skills.

### **WORKING CONDITIONS:**

#### Work Environment

1. Classroom/school environment.

#### Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: February 8, 2017**