

TITLE: SCHOOL PSYCHOLOGIST

QUALIFICATIONS:

1. Maintains a valid Massachusetts DESE certification as a school psychologist. (Master's degree or higher from an accredited college or university.)
2. Highly Qualified as per Massachusetts Department of Elementary and Secondary Education (DESE).
3. Proven ability to relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
4. Possess good communication skills both verbal and written.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, program manager and special education administration.

JOB GOALS:

1. To provide direct and indirect social and emotional supports to students, staff and families.
2. To work collaboratively with all students, staff and families in order to provide students with social emotional and behavioral supports in order for them to be more successful within the school setting.
3. Provide a safe and supportive educational environment for all students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Participates in/follows all federal and state mandated procedures and timelines for the identification of students requiring special education services within the school setting, including the administration of appropriate formal and informal assessment tools/measures based on the suspected area of disability.
2. Develops an appropriate Individualized Education Plan for all students that are determined eligible for special education services. This includes the creation of short and long term goals, based on assessment data and targeted curriculum standards, for all of the student's areas of identified disability.
3. Participates in all federal and state mandated procedures and timelines for case management for all identified students, i.e. team meetings and liaison to regular education settings.

4. Schedules, meets, counsels, and instructs assigned students in the locations and at the time designated.
5. Supervises all assigned students and any assigned paraeducators.
6. Plans and prepares educationally relevant treatment plans that meet the individual needs, interests and abilities of the students.
7. Assist classroom teachers in creating a classroom environment that is conducive to learning student engagement.
8. Prepares for student groups and professional meetings showing written evidence/data of preparation upon request of immediate supervisor.
9. Employs a variety of instructional techniques and instructional media in supporting student plans.
10. Implements the school districts strategic plan and individual school improvement plans.
11. Evaluates and documents student progress toward identified goals on a regular basis and provides progress reports as required.
12. Seeks the assistance of district specialists as needed and required.
13. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Maintains accurate and complete, student records as required by law, district policy, and administrative regulation and provides documentation when necessary.
15. Creates, implements and follows individual student safety plans, IEP's, 504's, health care plans, etc.
16. Mandated reporting and referrals to outside agencies appropriate to the role
17. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, maintaining order in the classroom in a fair and just manner.
18. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
19. Strives to participate in professional development opportunities to remain current in the educational field.
20. Attends staff meetings and serves on staff committees as required.
21. Establishes and maintains cooperative relationships with others.
22. Establishes and maintains open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of assigned students.
23. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the Principal and/or Program Manager.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *School Calendar Year*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of EAPC Teachers' Contract on the evaluation of teachers.*

SALARY: *Per current EAPC Teachers' Contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

<u>Revision Plymouth School Committee:</u>	<u>Plymouth School Committee - Updated</u>
Information: January 22, 1996	Information: June 18, 2018
Discussion: January 22, 1996	Discussion: June 18, 2018
Approved: January 22, 1996	Approved: June 18, 2018