

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SCHOOL PSYCHOLOGIST

Date of Adoption: December 22, 2011

JOB TITLE: School Psychologist

REPORTS TO: Director of Special Services

NATURE AND SCOPE OF JOB:

The school psychologist serves as a member of the basic Child Study Team in the school district and in consultative capacity to school personnel and performs the following functions:

- A. To evaluate and interpret the adaptive, intellectual, social and emotional Development of children referred to the Child Study Team.
- B. To identify exceptional children and collaborate in the planning of appropriate educational and social placements and programs for them.
- C. To develop ways to facilitate the learning and adjustment of all children.
- D. To collaborate with other school personnel in the planning and implementation of effective, special and integrated educational program.

Work involved individual psychological evaluation, classroom observations, child interviews, teacher conferences, parent conferences, administrator conferences, risk assessment and communication with private practitioners when necessary.

QUALIFICATIONS:

1. Hold a New Jersey Educational Services certificate in accordance with the requirements of N.J.S.A 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Psychologist endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Degree from an accredited college or university.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, student growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively, both orally and in writing.
9. Demonstrate the ability to use current technology for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB RESPONSIBILITIES:

The school psychologist is responsible for the following:

A. Functions related to the total school situation:

1. To foster sound professional psychological principles in promoting, maintaining, and improving the total emotional and social climate in the educational setting.
2. To assist in in-service training with the professional staff.
3. To consult with professional staff in terms of applying sound mental health principles for the purpose of prevention of serious social and promotional problems.
4. To participate in planning and implementation of special programs for the purpose of remediation of emotional, social, and learning difficulties.
5. To participate in the I&RS Committee.

B. Functions related to individual children:

1. To participate in planning policy as to priorities in referrals with administration and staff.
2. To screen referrals individually, in consultation with specified persons, or through scheduled staffing of all referrals.
3. To evaluate individual children as part of the comprehensive Child Study Team evaluation.
4. To participate in classification conferences and in development of an Individual educational Plan.
5. To participate in a yearly review of the classification, placement, and program of each child in Special Education.

C. Diagnostic study of the individual child:

1. Purposes:

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1. To evaluate current functioning of the child
2. To appraise readiness for learning, motivational factors, and other aspects of the child's development.
3. To determine child's difficulties from the standpoint of intelligence, personality, achievement, and/or social development.
4. To identify exceptional children consistent with the Rules and Regulations pursuant to Title 18A, Chapter 46, New Jersey Statutes.

2. Means:

1. To observe the individual in the classroom and when appropriate at play, in the home, and in the psychologist's office.
2. To study school records
3. To consult with teachers and other school personnel, parents, and others for facts of diagnostic significance.
4. To select appropriate evaluation instruments for the individual case.
5. To administer individual psychological tests.
6. To analyze psychological findings.
7. To interpret these findings.
8. To integrate all findings into a useful and understandable picture of the child's needs, limitations and potentials.
9. To recommend child for further diagnostic study by other specialists in such areas as psychology, if necessary and available.

D. Functions related to the profession of school psychology:

1. To maintain membership and to participate in professional organizations.
2. To maintain current knowledge of available therapeutic resources
3. To keep abreast of research and new developments in the profession.

ACCOUNTABILITY:

The School Psychologist executes his/her responsibilities under the direction of the Director of Special Services and in concern with other Team members.

EVALUATION:

The Director of Special Services shall evaluate the School Psychologist in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.