

Comal ISD Job Description**Licensed Specialist in School Psychology**Rev. 11/2009

Job Title:	Licensed Spec in School Psychology	Wage/Hour Status:	Exempt
Reports to:	Director of Special Education	Pay Grade:	Teacher Salary
Dept/School:	Special Education/Assigned Campus	Days:	192-202
Date Revised:	11/2009	Job Code:	4003

Primary Purpose:

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred to special education services.

Education / Certification:

1. Master's degree in psychology from accredited college or university.
2. Valid Texas license as a licensed specialist in school psychology granted by the Texas State Board of Examiners of Psychologists.*

Special Knowledge / Skills:

1. Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes.
2. Knowledge of prevention and intervention strategies, including behavior management interventions.
3. Knowledge of psychosocial development.
4. Strong consultation skills for conferencing with teachers, parents, and students.
5. Excellent organizational, communication, and interpersonal skills.

Experience / Other Requirements:

Two years of experience providing psychology services in an educational setting.

Major Responsibilities and Duties:**Assessment**

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.
2. Score and interpret test data.

3. Develop psychological evaluation reports and behavior management plans
4. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
5. May serve as case manager and implement the special education assessment process for students on assigned campuses.

Consultation

6. Conduct group and individual counseling sessions for students with diagnosed problems.
7. Serve as consultant on mental health topics for instructors in the school health program.
8. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.
9. Provide staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances.
10. Meet with parents to discuss pertinent background information and test results.
11. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.
12. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

Program Management

13. Develop and maintain effective individual and group relationships with students and parents.
14. May provide clinical supervision to intern or trainee.**
15. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
16. Assist in the selection of assessment materials and equipment.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.
19. Comply with all district and local campus routines and regulations.
20. Participate in professional development activities to improve skills related to job assignment.

Communication

21. Maintain a positive and effective relationship with supervisors.

- 22. Effectively communicate with colleagues, students, and parents.
- 23. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
- 24. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Maintain emotional control under stress.
- 2. Regular district-wide travel to multiple work locations as assigned; moderate lifting and carrying.
- 3. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

** Note: The correct title for the person holding the Licensed Specialist in School Psychology is Licensed Specialist in School Psychology or LSSP. Only individuals who meet the requirements of Chapter 22 Texas Administrative Code §467.2 may refer to themselves as school psychologist (i.e., hold a doctorate in area of specialization).*

*** Note: An LSSP must have a minimum of three years of experience providing psychological services in the public school to provide supervision of an intern or trainee.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____