

Lenawee ISD Role Description

Position Title: School Psychologist
Area: Special Education
Reports To: Regional Supervisor
Supervises: n/a
Last Revised: February 2017

SUMMARY:

To complete comprehensive diagnostic evaluations which will assist the IEP Team in making appropriate decisions regarding special education eligibility and/or placement.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Administers comprehensive evaluations as directed by the State and Federal Laws and LISD Special Education Plan. The multi-source requirements include:
 - Observational data
 - Intelligence, achievement, personality, behavioral and perceptual-motor tests as required by law and at the discretion of the examiner
 - Review of all CA-60 and medical records
 - Consultation with all persons involved in referred students' evaluations (teachers, administrators, parents, etc.)
 - A written report including all the information gathered pertaining to the referred student, with eligibility recommendation
 - The State mandate of the 30 school-day timeline will be honored; all the exceptions will be reported to the Supervisor
- Consults with school personnel, parents and outside agencies concerning the assessment of students as prescribed by Michigan School Code and Public Law 94-142
- Interprets results of evaluation to parents, teachers, school administrators, and other involved persons
- Attends IEP Team meetings as a diagnostic staff member of children evaluated, as prescribed by state and federal regulations. This may include documentation forms on which eligibility is determined ahead of the placement meeting
- Consults with other special education members concerning relevant information which may facilitate their diagnosis and treatment of students with disabilities, including in-service training
- Complete REED process within a timely manner for areas of eligibility when designated as MET representative
- Provide information to IEP team for students being evaluated, i.e. testing, strengths, needs
- Complies with rules and regulations around Child Find
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation

- Makes provisions for being available to students, their parent/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms
- Maintains professional competence in the field by attending and participating in professional organizations, workshops, and conferences
- Provide consultation and collaboration to students, their family members, and school staff
- Supports Strategic Plan and School Improvement process
- Focuses on student achievement and growth
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned by regional supervisor

- Universal Health Precautions:
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse

- Lifting/Body Mechanics:
 - Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials

- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as basic word processing, daily email, electronic calendaring, excel data processing, student data systems, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer

- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language

- Must have visual acuity
- Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
- Must be able to cope with the mental and emotional stress of the position.

➤ Working Conditions:

- Handle high stress and multi-task situations
- Must have a regular and reliable level of attendance
- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- Professional style which supports collaborative efforts of general education
- Experience with school age children
- Current skills in multidisciplinary assessment
- Knowledge of curriculum and behavioral supports

Preferred:

- Experience working with Special Education children

CERTIFICATES, LICENSES, and REGISTRATIONS

- Psychologist with full license or Temporary or Full Approval by Michigan Department of Education as a School Psychologist

TERMS OF EMPLOYMENT

Weeks, salary, and fringe benefits per LIEA master contract. Exempt.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____