

## Litchfield School District - SAU 27

<b>POSITION TITLE: SCHOOL PSYCHOLOGIST/ASSOCIATE SCHOOL PSYCHOLOGIST</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> 7/6/05
<b>General Purpose:</b>	The School Psychologist/Associate School Psychologist will promote the educational and psychological well-being of the students who may require supportive services to benefit fully from the district's educational program.
<b>Reports to:</b>	School Psychologist reports to the Director of Special Services Associate School Psychologist must also have supervision by a School Psychologist.
<b>Supervises:</b>	School Psychologist supervises the Associate School Psychologist

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. To complete a comprehensive diagnostic, intellectual and/or social-emotional assessment as determined by a Special Education Team.
2. To serve on a multi-disciplinary team that is for the identification of a student with a suspected educational disability.
3. To analyze, interpret, and present evaluations at special education team meetings.
4. To provide the immediate supervisor with a schedule of students serviced and to keep thorough ongoing records for the individual students receiving therapy or counseling.
5. To integrate information from a variety of sources including observation, assessment data, interviews and records in order to assist school teams in determining the handicapping condition and developing intervention plans based on this data. Review information received from sources outside of the school district and assist school teams in understanding and utilizing this information appropriately.
6. To contribute a knowledge of family/social systems when participating in decision-making related to students' needs in areas such as early or delayed school entrance, detention issue, changes in placement, legal suspension or dismissal.
7. To present findings and intervention plans to parents and school staff in student meetings.
8. To provide in-service to staff that will augment knowledge and promote mental health for both students and teachers, and provide "best practice" models.
9. To conduct counseling sessions with individuals and groups of school-age children and consult with their families using techniques that will encourage self-understanding and constructive behavior.
10. To help parents and school personnel to understand the meaning and implications of "normal" and "abnormal" behavior of students.
11. To assist administration and instructional staff in behavior management strategies for students with challenging behaviors.
12. To discuss the curricular patterns and innovations available in schools and analyze their relationship to student adjustments.
13. To cooperate with community health, social welfare agencies, and the juvenile court.
14. To develop an appropriate plan of professional development.
15. To fulfill all other duties as requested by the Director of Special Services.

All other responsibilities as assigned by supervision.

**Evaluation:** Evaluation will be completed by the Director of Special Services prior to April 1<sup>st</sup>. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

**TERMS OF EMPLOYMENT:**

Contracted 187 days; exempt

**MINIMUM QUALIFICATIONS:**

***Education and Experience:***

Master's Degree

***Necessary Knowledge, Skills and Abilities:***

- Ability to integrate information from a variety of resources in order to develop intervention plans.
- Knowledge of ethical principles applicable to the practice of school psychology.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

NH Certification as Associate School Psychologist or School Psychologist

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Rarely required
12. Push/Pull:	Not required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Rarely Required
2. Bending:	Rarely Required
3. Crawling:	Rarely Required
4. Squatting:	Rarely Required
5. Kneeling:	Rarely Required
6. Crouching:	Rarely Required
7. Climbing:	Occasionally Required
8. Balancing:	Rarely Required

**Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				

**Work Performed:    Inside: 100%**  
**Outside: Up to 10%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

May be exposed to (N/A)

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.