

Goose Creek CISD Job Description

JOB TITLE:	Licensed Specialist in School Psychology	FLSA CLASSIFICATION: Exempt
REPORTS TO:	Director of Special Education	PAY GRADE: ADM 3/197 Days
LOCATION:	Special Education	DATE REVISED: 04/2016

PRIMARY PURPOSE:

Conduct psychological assessments to determine special education eligibility. Assess the need for counseling as a related service. Provide diagnostic information and work cooperatively with instructional personnel and parents to provide an appropriate educational program for students with disabilities. Provide consultation as part of the Response to Intervention process.

QUALIFICATIONS:

Education/Certification:

Master's Degree or Ph.D.
Licensed Specialist in School Psychology

Special Knowledge/Skills:

- Proficiency in psychological testing
- Knowledge of local, state and federal laws and guidelines
- Excellent organizational and interpersonal skills

Experience:

- Teaching experience preferred but not required.
- Ability to speak Spanish preferred, but not required.

MAJOR RESPONSIBILITIES AND DUTIES:

Program Management

1. Receive student referrals and implement the evaluation process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
3. Write Full Individual Evaluation Reports, using data from students' cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource personnel.
4. Complete all paperwork accurately and provide campus personnel with appropriate forms.
5. Schedule and participate in Individualized Educational Plan committee meetings.
6. Assist in developing Behavior Intervention Plans.
7. Assist classroom teachers with the implementation of IEP and BIP.
8. Consult with parents concerning the educational needs of students and interpretation of assessment data.

9. Maintain all required reports, records, and other documents.
10. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the area of assessment, placement, and planning for special education services.

School Climate

11. Present a positive role model for students that supports the mission of the school district.
12. Maintain a positive and effective relationship with supervisors.
13. Comply with all district and local campus routines and regulations.
14. Effectively communicate with colleagues, students, and parents.

School Improvement

15. Assess and respond to needs related to job responsibilities.
16. Assist in the selection of assessment instruments.

Student Management

17. Develop and maintain effective individual and group relationships with students and parents.
18. Serve as a resource for parents, teachers, and administrators.

Professional Growth and Development

19. Develop needed professional skills appropriate to job assignment.
20. Demonstrate behavior that is professional, ethical, and responsible.

School/Community Relations

21. Articulate the district's missions and goals in the area of assessment services to the community and solicit its support in realizing the mission.
22. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
23. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

Other

24. Perform any other duties assigned by Director. Additional duties assigned during the work-week as may be specified on addendum if applicable.

WORKING CONDITIONS:**Mental Demands:**

Ability to communicate effectively and maintain emotional control under stress.
Demonstrate effective time-management and organizational skills.

Physical Demands/Environmental Factors:

Regular district-wide travel; exposure to childhood communicable diseases; good general health and stamina.

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

Approved By Immediate Supervisor:	Date:
Reviewed By Personnel Director:	Date:
Received By Employee:	Date:

xc: Personnel File
Employee

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