

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

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| Title: | School Psychologist |
| Reports To: | Principal/Director of Pupil Services |
| Position Status : | 220-day administrative contract (Section 3319.02 – ORC) |
| FLSA Status: | Exempt |
| General Description: | Provide comprehensive school psychological services in compliance with state and federal laws to promote student well-being and to support an effective, efficient school program which provides the optimal educational program for all students. |
| Qualifications: | <ol style="list-style-type: none"> 1. Valid Ohio School Psychologist license. 2. Master's degree or higher from an accredited college or university. 3. Successful experience as a teacher. 4. Knowledge of Ohio School Law and special education law. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require. |
| Physical/Other Requirements: | <ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently. |
| Performance Responsibilities (Essential Functions*): | |
| <ol style="list-style-type: none"> 1. Provide comprehensive school psychological services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Promote the District's philosophy and goals in the development, implementation, and continuous improvement of the instructional program. 3. Coordinate and provide leadership to the Evaluation Team Report (ETR) process. 4. * Administer psychological and educational tests and other assessment procedures. 5. * Analyze, report, and interpret test data and assessment results. 6. Collect, analyze, and interpret information about child behavior and conditions related to learning. 7. Consult with District staff to plan and develop school programs and interventions to meet the educational needs or special education needs of children or groups of children as indicated by psychological tests, interviews, direct observation, and behavioral evaluations. 8. * Provide leadership in the development of intervention strategies and of IEPs and in the implementation of due process rules and procedures. 9. Engage parents and community members in the educational process and in the support of student learning, achievement, and overall wellbeing. | |

10. Develop and maintain positive school-community relationships and timely communications.
11. Consult with students and parents as an advocate regarding student achievement, behavior management, school programs, out-of-district and nonpublic school placements, and related issues.
12. Consult with District staff regarding student referrals, intervention strategies, student progress, school programs, and related issues.
13. Provide information and consultation to District personnel regarding state and federal laws, regulations, and issues involved with the identification and delivery of services to students with disabilities.
14. * Maintain organization, control of student behavior and discipline, and a positive learning environment.
15. * Collect necessary data, keep records, and submit reports for services provided through pupil services as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.
16. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Requisition and acquire material, supplies, and equipment as needed to carry out program.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Principal and Director on matters affecting the program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and special education-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.