

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>SCHOOL PSYCHOLOGIST</b>	<b>REPORTS TO:</b>	Director of Special Education
---------------	----------------------------	--------------------	-------------------------------

**TRAINING**

**QUALIFICATIONS**

- Master's Degree in School Psychology
- Certified by the Ohio Department of Education with School Psychologist License
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

- To collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connection between home, school, and the community for all students

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
 Revised:

POSITION NO. 1.42

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Provides the intensive psycho-educational evaluation and assessment of individual children identified as or thought to be a student with a disability
2. Contributes to the written report of the evaluation team, delineating the results of the psycho-educational evaluation and assessment for consideration in the development of the individualized education program for each student with a disability evaluated
3. Contributes, as a part of a multidisciplinary team, a multi-factored evaluation utilizing diagnostic instruments and techniques appropriate for the area of disability or suspected disability
4. Consults with teachers, parents, and other educational personnel on matters relating to the education and/or social, emotional or behavioral well being of students to ensure the provisions of the most appropriate education program
5. Is assigned as a staff person and shall not perform administrative responsibilities for the operation of any school program, except for the supervision of assigned intern school psychologists
6. Serves as a consultant to the schools in the development of educational evaluation and accountability procedures, pupil and personnel policies, in-service activities, curriculum, and staff development
7. Assists educational staff in implementing or modifying instructional strategies, classroom management procedures, intervention strategies, and follow-up activities
8. Conducts assessments required as part of the Early Entrance process and participates on committee charged with making Early Entrance decisions
9. Remains professionally aware of current trends and movements as they relate to psychological services
10. Attends appropriate professional meetings at the local and state level
11. Interprets and communicates such knowledge and expertise for local use as it relates to psychologist services
12. Assists local school districts in the daily operations of district psychological services provision
13. Assists with the development and implementation of systems for the provision of due process and procedural safeguards
14. Assists in the gathering of data for any state reports as they relate to psychological services
15. Meets periodically with administrators and other personnel to communicate concerns and overall status of the psychological services program
16. Maintains effective and productive interpersonal relation skills within the county and local district levels
17. Establishes and maintains cooperative relations with other members of the professional staff
18. Seeks the assistance of district specialists when appropriate
19. Contributes to an environment that is conducive to staff cooperation and facilitative productive operation
20. Works to establish and maintain open lines of communication with other staff members, principals, superintendents, and instructional staff
21. Serves on staff committees as requested within reason
22. Cooperates with other members of the staff in planning goals, objectives, and methods; and strives to achieve productive change
23. Works with staff/teachers to coordinate RTI meetings, analyzing data, universal screening data and progress monitoring data (RTI), staff consultation, and identifying students who may require additional educational support and intervention services
24. Performs other duties as defined by the superintendent or designee

TERMS OF EMPLOYMENT	202 contract days
---------------------	-------------------

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revised:

POSITION NO. 1.42

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revised: