

JOB DESCRIPTION

1999

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Psychologist

TITLE: PSYCHOLOGIST

Qualifications:

- 1) Education: Advanced degree with major in psychology. Must have appropriate New York State Certification.
- 2) Experience: Prior experience as School Psychologist and knowledge of CSE/CPSE/Section 504 preferred.
- 3) Length of Work Year: 10 months, and as needed.
- 4) Special Working Conditions
- 5) Directly Responsible For: Interns and secretarial staff where assigned.

Reports To: Director of Pupil Personnel Services.

Basic Function: Provide school psychological services.

Key Duties and Responsibilities include, but are not limited to:

- 1) Provide counseling as a related service for students with disabilities per their Individualized Education Program (IEP) and counseling for nondisabled students.
- 2) Administer and interpret results of psychological evaluations, assessments, social histories, classroom observations, and diagnostic tests. Screen new student entrants into the District as assigned.
- 3) Responsible for Case Management of students with disabilities in assigned buildings and programs.
- 4) Consult with principals, assistant principals, teachers, parents, out-of-district professionals and community members.
- 5) Assist in the referral, evaluation, development of IEP's and implementation of placement/related services for students with disabilities.
- 6) Provide State/Federal mandated coordination of services for the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) and where appropriate CSE Subcommittees. Provide Federal mandated services pursuant to Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA), as needed.

(Continued)

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Psychologist

TITLE: PSYCHOLOGIST (Cont'd.)

- 7) Assist with crisis intervention, review services for students who may be gifted/talented, participate and conduct follow-up activities for the building-level Child Study Team, and monitor services for tuition students referred from or placed by other districts.
- 8) Arrange CPSE/CSE meetings for students who are suspected of being or are classified as disabled between the ages of two and one-half and six. Responsible for the following activities at this age level: coordinate appropriate evaluations/services with parents, county representatives and special education providers; conduct intake meetings with parents of newly referred children; arrange for notices; consents and evaluations; review and disseminate test results; conduct on-site observation of students at preschool sites; complete County/State/Federal reports and reimbursements forms; coordinate the completion of IEP's/computer database; communicate pupil requirements/needs to regular/special education and related service staff; and report weekly to the Director of Pupil Personnel Services regarding the actions/determinations of students.