

Killeen Independent School District Job Description

Job Title: Licensed Specialist in School Psychology
Reports To: Coordinator for Special Education Campus Operations/Principal
FLSA Status: Exempt

SUMMARY

Performs professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assesses the psychological and psycho-educational needs of students referred to special education services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

ASSESSMENT

Selects and administers assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility recommendations for special education services according to federal and state regulations.

Scores and interprets test data.

Develops psychological evaluation reports.

Participates in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.

Develops and coordinates a continuing evaluation of psychological services and assessment procedures and make changes based on findings.

Serves as case manager and implements the special education assessment process for students on assigned campuses as appropriate.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Prepares and maintains a computerized database of referrals and evaluations for each school assigned.

CONSULTATION

Conducts or participates in Manifestation Determination Review for students with emotional disturbance, Autism, and is available for any other disability as appropriate.

Serves as consultant on mental health topics.

Consults with school staff regarding implementation of behavior intervention plans in managing behaviorally disruptive students.

Provides staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances as needed.

Meets with parents to discuss pertinent background information and test results.

Consults with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.

Consults with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

Provides information gained at professional development opportunities to special education staff.

PROGRAM MANAGEMENT

Develops and maintains effective individual and group relationships with students and parents.

Provides supervision to intern or trainee as appropriate.

Assists in the selection of assessment materials and equipment.

Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.

Complies with policies established by federal and state law, State Board of Education rule, Texas State Board of Examiners of Psychologists and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.

Complies with all district and local campus routines and regulations.

Participates in professional development activities to improve skills related to job assignment.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides supervision to intern or trainee as appropriate

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree in psychology, required; two years experience providing psychology services in an educational setting, preferred.

Note: An LSSP must have a minimum of three years of experience providing psychological services in the public school to provide supervision or training of an intern or trainee.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid license as a Licensed Specialist in School Psychology granted by the Texas State Board of Examiners of Psychologists.

Note: The correct title for the person holding the Licensed Specialist in School Psychology is Licensed Specialist in School Psychology or LSSP. Only individuals who meet the requirements of Chapter 22 Texas Administrative Code §467.2 may refer to themselves as school psychologists (i.e., hold a doctorate in area of specialization).

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, educational procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to communicate effectively with parents. Ability to effectively present information and respond to questions from administrators, faculty, parents and students.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals. Ability to draw and interpret bar graphs. Ability to formulate and interpret statistical data such as mean, mode, median and standard deviation. Ability to apply determination of test reliability and validity analysis of variance correlation techniques, sampling theory factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Ability to utilize basic computer word processing. Ability to work with parents in a variety of situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

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.