

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** School Psychologist
- REPORTS TO:** Pupil Personnel Services Supervisors and Building Principal
- QUALIFICATIONS:** School Psychologist Certificate
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To serve as a member of the basic Child Study Team under the Department of Pupil Personnel Services with responsibility in a number of areas relative to the psychological status of students in the general education program, special classes and out-of-district placement. The areas of responsibility may include evaluation, assessment, planning, follow-up, consultation and counseling. All responsibilities will be conducted in a manner consistent with the regulations outlined in the NJ Administrative Code Title 6A Chapter 14.

PERFORMANCE RESPONSIBILITIES:

1. Evaluation and Assessment

Conducts a psychological evaluation to ascertain the student's cognitive, behavioral, social-emotional and adaptive functioning. Analyzes and synthesizes all information collected in the evaluation process to determine the level of cognitive functioning, as well as emotional competency on the functional level.

- a. Reviews cumulative records of student.
- b. Consults with present teachers(s) as well as previous teachers, if necessary and other appropriate individuals and/or agencies.
- c. Observes student in classroom
- d. Administers appropriate evaluative instruments
- e. Assesses cognitive ability
- f. Assesses indication of neurological malfunctioning
- g. Assesses personality dynamics and/or social /emotional functioning
- h. Compiles the data gathered into a comprehensive meaningful report, interpreting the implications of significant findings.

2. Educational Planning

On the basis of the evaluation and assessment assists in the development of the Individualized Education Plan for classified student in consultation with the Child Study Team, appropriate staff members, parents, students (as appropriate) and outside consultants.

- a. Develops techniques and activities for teacher's use with students who have emotional and/or adjustment problems
- b. Consults with appropriate staff members and/or outside agencies and institutions regarding implementation of the educational plan.
- c. Assists in transition planning for students.

3. Follow-up

Assesses the effectiveness of the Individualized Education Plan and the student's overall adjustment.

- a. Conducts periodic follow-up assessment in consultation with staff members and/or outside agencies
- b. Prepares reports, as needed
- c. Assists in the revising of the Individualized Educational Plan and/or placement recommendation according to assessment/re-evaluation, as appropriate.

4. Consultation

Serves as a resource person to teachers, parents, staff members and/or outside consultants.

- a. Holds conferences with teachers, parents, staff members and/or outside consultants regarding students
- b. Provides input for planning workshops and educational programs for students, parents, staff, other professionals and board members, if requested
- c. Provides input to administrative staff regarding discipline regulations for classified students and completes behavior manifestations as appropriate

5. Counseling

In the capacity of a school based counseling consultant, provides support to students, parents, teachers and staff members.

7. Crisis Management

Serves as a member of the crisis management team and makes appropriate referrals as necessary.

Coordinates and monitors the programs and progress of special education students.

8. Coordination

Contributes to the monitoring of programs and the progress of special education students in conjunction with the other members of the child study team.

9. Other such duties as relate to the role of a school psychologist that may be assigned.

Adopted: 1/85

Approved: 5/12/09

Revised: 9/24/09