



CANNON VALLEY Special Education Cooperative

School Psychologist POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: School Psychologist

Immediate Supervisor's Position Title: Executive Director

Job Summary: Under the direction of the Executive Director, the Licensed School Psychologist conducts comprehensive psycho-educational evaluations; consults with school personnel and parents regarding planning, implementing and evaluating individual and group interventions; and functions as a member of the building teams in providing services to students.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Conducts comprehensive psycho-educational evaluations of students referred for potential Special Education services.
Percent of Time:	55%	

Tasks involved in fulfilling above duty/responsibility:

- Administer, score, analyze, and interpret intellectual, academic, social/emotional/behavioral and other psychometric assessments.
- Conduct systematic observations and functional assessments.
- Interview parents, teachers, and others to gather relevant data regarding student performance.
- Edits and finalizes the evaluation team written report.
- Communicates test results, conclusions, and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate.

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults with teachers, school administration, parents and others, as appropriate, regarding the planning, implementation and evaluation of individual and group interventions designed to address students' learning and behavioral problems.
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Consults with school staff, administration and parents in resolving students' academic, social, emotional, and behavioral concerns.
- Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining behavioral and other interventions.
- Consults and collaborates with mental health, medical, social services, and other community providers, as

appropriate.

- Provides technical assistance to school staff and parents regarding behavior management, child development, and Special Education procedures, as necessary and appropriate.

Duty/Responsibility No:	3	Statement of duty/responsibility: Functions as a member of the building-level education team in providing Special Education services to students with disabilities.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Provides information to parents regarding the referral/assessment process, Special Education services available within the Cooperative, and their rights relative to special education.
- Functions as a member of the building-level team for the purpose of reviewing referrals and determining appropriate actions.
- Provides direct and indirect services specified within students' IEPs.
- Maintains an accurate record of student, parent and other contacts.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and Cooperative meetings.
- Serves on Cooperative committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Ed.S., or comparable
Less than high school diploma	Major field of study or degree emphasis: School Psychology
High school diploma or GED	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Working knowledge of the principals, practices, and ethical standards of School Psychology. • Working knowledge of Special Education laws, rules, and regulations and of Cooperative policies and procedures; and the
1 year of college	

	2 years of college	<ul style="list-style-type: none"> ability to apply these to help insure Cooperative compliance. Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students. The skill and ability to communicate - both orally and in writing.
	3 years of college	
X	4 years of college	
	1st year graduate level	
X	2nd year graduate level	
	Doctorate level	

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience: None

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> Licensed as a School Psychologist by the MN Board of Teaching
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> Ability to communicate ideas clearly and concisely, both verbally and in writing. Basic computer literacy - word processing, data entry.

INDIRECT SUPERVISION:

Number of Employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact. Physical requirements associated with this position can best be summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amounts of force constantly to life, carry, push, pull or otherwise move objects in the performance of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34 - 66% Frequently	66 - 100% Continuously
Stand		X		X
Walk		X		
Sit			X	
Use hands dexterously			X	
Reach with hands and arms		X		
climb or balance	X			
Stoop/kneel/crouch or crawl	X	X		
Talk or hear				X
Taste or smell	X			
Lift & Carry-up to 10 pounds			X	
Lift & Carry-up to 25 pounds		X		
Lift & Carry-up to 50 pounds	X			
Lift & Carry-up to 75 pounds	X			
Lift & Carry-up to 100 pounds	X			
Lift & Carry > 100 pounds	X			

The above statements are intended to describe the general nature and work being performed by the employee assigned to the position. They are not construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Cannon Valley Special Education Cooperative is an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the Cooperative will provide reasonable accommodations to qualify individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Cooperative when necessary.