

AMELIA COUNTY PUBLIC SCHOOLS  
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: School Division Psychologist  
REVISION DATE: May 2018  
LOCATION: Amelia County School Board Office  
STATUS: Exempt, Full Time – 11 months or 240 days  
PRIMARY PURPOSE:

To conduct special education related tests and evaluate the needs and educational program of referred students; plans and assists in child study, eligibility process and IEP development. To consult with staff and parent of eligible students to attain appropriate achievement and adjustment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in psychological and educational needs of referred students and consults with appropriate professional persons regarding implications and results;
- Participates in eligibility meetings, IEP meetings, and disciplinary review meetings at various schools within the division, as needed;
- Cooperates with staff members and parents in maintaining a positive climate during meetings and/or conferences;
- Consults with appropriate persons concerning the educational environment and factors affecting students' learning; serves a resource at the school level as well as within the community;
- Consults and/or counsels with students, school staff, and parents regarding academic and/or personal/ social needs; provides information regarding community services available to students and parents;
- Prepares and conducts assessment reports and other administrative documents as necessary;
- Maintains clearly written and comprehensive reports and data which provide practical recommendations;

- Responds to crisis situations in tandem with colleagues and community personnel;
- Assist with the development and provision of in-service programs, child development, special education and other related areas;
- Interprets and upholds School Board policy and special education procedures;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Performs other duties as assigned by the Superintendent and/or Director of Pupil Personnel Services in accordance with school/division policies and practices.

#### MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the assigned field.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – Will serve with parents, colleagues, students and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – Will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
6. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.

#### SUPERVISION EXERCISED:

The Psychologist does not have adult supervision responsibilities unless they have a special assignment like an intern

#### SUPERVISION RECEIVED:

The Psychologist performs duties under the supervision of the Director of Pupil Personnel Services

#### MINIMUM QUALIFICATIONS:

- Candidate must be a graduate of an accredited college or university and must hold an Ed. S. Degree or equivalent from an approved program in school psychology or have otherwise qualified for VDOE licensure in the State of Virginia.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of teaching and learning of various audiences and group dynamics.
- Ability to use of computer/technology and applicable software
- Ability to plan and supervise the work of others
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

## WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Will have regular involvement with principals and teachers; usually there is need to motivate, establish rapport, gain support, persuade or influence individuals or groups. Contact and communication often requires tact and discretion. Must have the ability to sit or stand for extended periods of time in an office/classroom environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: May 2018)