

YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT SCHOOL PSYCHOLOGIST

General Description: Coordinates the evaluation and re-evaluation of students with disabilities. Encourages parental involvement in decision-making activities. Chairs MFE/IEP team activities. Keeps the student services director informed about emerging issues.

Evaluated By: Director of Student Services

Minimum Qualifications:

1. Valid Ohio school psychologist license or certificate is required
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. A record free of criminal violations that would prohibit public school employment.
4. Complies with drug-free workplace rules and board policies.
5. Proficiency in the use of technology equipment and software that support job responsibilities.

Note: A valid driver's license and availability of a reliable vehicle is required. Staff must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier. Finalists will need current BCI/FBI background check.

I. Responsibilities:

1. The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions and responsibilities.
Consults with school district staff to evaluate the service needs of students.
2. Provides psycho-educational assessments, program planning, and consultation services that promote mental health and facilitate students learning.
3. Upholds board policies and follows administrative guidelines and procedures. · Promotes a favorable image of the service center and participating school districts.
4. Monitors education laws, rules, and regulations. Develops procedural protocols necessary to comply with legislative mandates.
5. Advocates for children. Helps ensure that policies and procedures support non-biased assessment and program planning activities.
6. Obtains informed written consent of parents/guardians before assessment and/or providing services.
7. Participates in a differentiated referral system including participation in intervention assistance team/response to intervention (IAT/RTI) meetings.
8. Administers diagnostic tests and interprets results. Works with team members to reach a consensus on a plan for students requiring assistance.
9. Observes students in the classroom settings and records observations.
10. Helps formulate and guide the implementation of Individualized Education Plans (IEP) for students meeting eligibility requirements. Works with staff to ensure that services are provided in the least restrictive educational environment.
11. Participates in due process procedures as requested.
12. Maintains accurate records and submits reports on time.
13. Respects personal privacy. Maintains the confidentiality of privileged information.

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14. Consults with parents as needed (e.g., phone calls, messages, meetings, etc.).
15. Helps coordinate services for students participating in community programs.
16. Works with district staff to carry out “child find” and kindergarten screening activities.
17. Collaborates with teachers; shares knowledge and resources that enhance student learning.
18. Consults with teachers to facilitate the early identification of mental health risks.
19. Helps staff address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, vocational transition plans, etc.).
20. Takes precautions to ensure safety. Watches for problem situations. Works with supervisors and other staff to eliminate unacceptable conditions and/or behaviors.
21. Reports suspected child abuse and/or neglect to civil authorities as required by law.
22. Participates or chairs meetings and/or conferences as directed.
23. Participates in staff meetings and professional growth opportunities as directed.
24. Strives to develop rapport and serves as a positive role model for others.
25. Performs other specific job-related duties as directed.

II. Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

1. Acts in accordance with the professional code of ethics.
2. Demonstrates professionalism and contributes to a positive work environment.
3. Accepts personal responsibility for decisions and conduct.
4. Organizes tasks and manages time effectively.
5. Skillfully manages individual, group, and organizational interactions.
6. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
7. Averts problem situations and intervenes to resolve conflicts.
8. Exhibits consistency, resourcefulness, and resilience.
9. Exercises tact and self-control when dealing with other individuals.
10. Completes paperwork accurately; verifies and correctly enters data.
11. Maintains an acceptable attendance record and is punctual.

III. Supervisory Responsibility:

Under the direction of the student services director plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

IV. Working Conditions:

Exposure to the following situations may range from remote to frequent based on Conditions: circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.

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- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

V. **Performance Evaluation:**

Performance Job performance is evaluated according to the policy provisions adopted by Yellow Springs Exempted Village Schools Board of Education.

Yellow Springs Exempted Village Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed.

This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

VI. Terms of Employment: Part-time: 105-120 days per year, based on 8 hrs/day; days/hours are and to be determined based on final schedule.

VII. Compensation: \$40,000-\$45,000; based on years of experience and number of days/hours as determined to work.

VIII. Classification: Policy Employee

Submit Application via email to: jobs@ysschools.org.

Contact number for questions is (937) 767-7381.

Application Deadline: Until filled
Employment Begins: Monday, August 27, 2018