

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: Instruction

Standard Title: District/School Psychologist

Primary Function:

The School Psychologist is responsible for the delivery of comprehensive psychological services.

Supervision Received:

The School Psychologist is directly responsible to the assigned administrator and/or his/her designee.

Direction Exercised:

The School Psychologist is responsible for the supervision of the assigned Secretary.

Essential Duties:

1. Participate in the development of the comprehensive plan at the school and district level.
2. Participate in the development of short and long term goals for the school psychological services program.
3. Participate on school and district committees.
4. Participate as part of a Student Assistance Team.
5. Conduct comprehensive psychological evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status.
6. Assessment and data collection by use of informal or non-standardized evaluation techniques.
7. Interpret and utilize assessment data for the purpose of writing psychological reports and developing written intervention plans.
8. Counsel students individually and in groups.
9. Provide crisis intervention.
10. Utilize the Student Assistance Team as a resource for students.
11. Provide training on a wide variety of topics including but not limited to child development and effective parenting.
12. Assist parents in locating available educational and mental health resources.
13. Consult with parents regarding psycho-educational information and

- interventions.
14. Consult with teachers and administrators regarding specific students.
  15. Assist in the development of teacher implemented interventions.
  16. Assist with school wide programs.
  17. Provide in-service training.
  18. Participate in the development of educational and community partnerships.
  19. Work with communities to improve the lives of students.
  20. Attend in-service meetings and conferences to develop professional attitudes and skills.
  21. Maintain professional skills through reading of current literature and professional memberships.
  22. Participate in program evaluation.
  23. Assist in the design and implementation of program evaluation.
  24. Supervise school psychology interns and practicum students.
  25. Participate in research.

### Secondary Duties:

1. To work with administrators in directing a program of continuous instructional delivery of all levels and in all subject areas.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The School Psychologist shall hold at least a master degree and appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the Act 93 agreement.