



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SCHOOL PSYCHOLOGIST**

### **QUALIFICATIONS:**

1. Holds valid New Jersey Educational Services Certificate and School Psychologist Endorsement.
2. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and human relations.
3. Demonstrates ability to work effectively with students, staff, parents, administrators and others.
4. Possesses knowledge of laws and regulations governing special education in New Jersey.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To serve as a member of the Child Study Team and support the district's instructional program by facilitating student attainment of intellectual, academic, social and emotional growth consistent with the goals set forth by the Board of Education and within the resources provided by it.

### **PERFORMANCE RESPONSIBILITIES:**

1. Child Study Team
  - a. Serves as a member of the basic Child Study Team, complying with state and federal statutes.
  - b. Performs a psychological examination of students referred to the Child Study Team for evaluation, including an observation of the student, an assessment of the intellectual, social, adaptive and emotional development of the pupil.

- c. Reports psychological assessment findings at regularly scheduled Child Study Team meetings.
  - d. Actively participates in the deliberations of the Child Study Team and jointly classifies educationally disabled students and assists in planning Individual Educational Programs for them.
  - e. Assists in coordinating, developing, monitoring and evaluating the effectiveness of Individualized Education Program of assigned students.
  - f. Serves as Case Manager of assigned students.
  - g. Provides counseling, within the areas of professional competency, to disabled students when such counseling forms a part of the student's Individualized Education Program.
  - h. Helps assess, in accordance with policies established by the Board of Education, students recommended for retention, acceleration and early graduation.
  - i. Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedures of the Holmdel Township Department of Special Services.
  - j. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.
2. Professional Development
- a. Keeps self updated on assessment techniques, research in the field of mental health, and statutory requirements of IDEA and N.J.A.C. 6:28.
  - b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.
  - c. Assists in the design and implementation of staff development related to special education.
3. School/Community Relations
- a. Provides consultation to parents, school personnel and representatives of community services and agencies with reference to students who are experiencing social, emotional, and/or academic difficulties.
  - b. Serves as consultant to administrators and other special services personnel on mental health topics.

- c. Interprets psychological services to school personnel, parents and the community.
  - d. Assists, upon appropriate request, in the preparation and implementation of professional development programs for school personnel within areas of professional competency.
  - e. Attends meetings of the Pupil Assistance Committee and other groups as assigned by the Director of Special Services.
  - f. Attends evening programs (i.e., Back-to-School Nights, SNAPP) annually.
  - g. Provides support as needed to students, staff and administration during crises.
  - h. Serves as a member of the mental health services team.
4. Other Assigned Duties

Performs all other tasks and assumes such other duties as designated by the Director of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board in accordance with the agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with state law, the provisions of the Board's Policy on Evaluation of Professional Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**SOURCE:** Regular Board Meeting

**DATE:** September 1979

**REVISED:** March 13, 1996