

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

<b>Position Title:</b>	<b>School Psychologist</b>
<b>Category:</b>	Certified; Bargaining Unit eligible; FLSA exempt.
<b>Contract:</b>	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
<b>Compensation:</b>	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
<b>Education/Degree:</b>	Educational Specialist degree or equivalent in School Psychology.
<b>Reports to:</b>	Supervisor, School Psychology
<b>Supervises:</b>	School Psychology Intern
<b>Job Goal:</b>	This position is responsible for enabling students to derive the fullest possible educational experience from school by promoting their sense of self, by helping to identify psycho-educational needs, and by recommending appropriate educational services and programs. The school psychologist shall promote the use of a multi-tiered system of support, including positive behavior supports, to effectively meet the academic, behavioral, and social-emotional needs of children.
<b>Qualifications:</b>	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none"><li>• Ohio Department of Education license in School Psychology; or meets ODE license requirements for School Psychologist.</li><li>• Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.</li><li>• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>• Alternatives to the above as approved by the Governing Board.</li></ul>

**PERFORMANCE RESPONSIBILITIES:**

1. Supports a multi-tiered system of support including both education and behavior in the school setting by assisting Response to Intervention and Positive Behavior Support teams and/or conferring with teachers and staff on implementing or modifying instructional strategies, classroom management, intervention strategies, and follow-up activities.
2. Demonstrates knowledge and understanding of child development and knowledge of and skills related to best practice specific to various disabilities, including managing and promoting positive student behavior.
3. Contributes to a multi-factored evaluation and ETR, utilizing appropriate diagnostic instruments and techniques as part of a multi-disciplinary team, giving priority to children identified as, or suspected of, having disabilities. Evaluations are planned and conducted according to guidelines established by the Ohio Department of Education.

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4. Contributes to the written report of the evaluation team, delineating the results of the psycho-educational evaluation, identifying educational needs, and providing suggestions for instructional implications based on the results of the evaluation for consideration in the development of the IEP.
5. Communicates results of the evaluation, the educational needs, and the instructional implications to educational team members, including parents. Facilitates evaluation team decisions concerning eligibility determinations.
6. Evaluate children for early entrance to kindergarten and first grade upon parental request following guidelines established by ODE and the student's district of residence.
7. Consults with teachers, parents, and other educational personnel on matters relating to the mental health of students, including outside referrals and resources. Counsels individually and in groups with students.
8. Completes documentation accurately and in a timely manner for both ESCEO and member districts, including Medicaid billing, SDE, and workload documentation.
9. May serve as a consultant to the school staff and parents in interpreting and understanding state and federal laws, and school psychological services, as related to students with disabilities.
10. May serve as a consultant to the schools in the development of educational evaluation and accountability procedures, pupil and personnel policies, in-service, curriculum, and staff development.
11. Functions as a team member in supporting, promoting, and interpreting policies, programs, and procedures of the ESCEO.
12. May assist or consult with school personnel in developing or conducting screening programs, preventative mental health activities, and consulting with outside service agencies when appropriate.
13. Assists with crisis intervention when necessary and requested by ESCEO School Psychologist Supervisor or assigned district.
14. Attends and participates in staff, professional and interagency meetings to improve skills, grow professionally and serve as a resource for other staff members.
15. Any other duties assigned by the Superintendent.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Is regular and prompt in attendance and follows departmental and ESC leave procedures.
2. Prepares a professional development plan that links professional growth with the department and organizational goals.
3. Provides quality service to both internal and external colleagues and customers.
4. Seeks opportunities to participate as a productive member of ESCEO and assigned district.
5. Represents the MCESC and its service schools with professionalism at all times including professional communications and attire.
6. Demonstrates at all times integrity and ethical behavior.
7. Responds quickly to directions for improvement from supervisors.
8. Maintain records and information concerning individual students in the prescribed confidential manner and use the records and information only for the purposes for which they are maintained according to FERPA guidelines.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communiques.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

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**WORKING CONDITIONS:**

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

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).*

*The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_