

TITLE: Psychologist

QUALIFICATIONS: Set by State Certification Authorities

GOAL: Provide psychological services that enhances the effectiveness of the educational program for exceptional students

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory

a. Supervision received

1. Directly: Pupil Appraisal Coordinator
2. Indirectly: Superintendent and Principals

b. Supervision exercised

1. Directly: N/A
2. Indirectly: N/A

2. Organizational

a. Internal

1. Continuous contact with team coordinator
2. Frequent contact with principal, teachers, and students
3. Occasional contact with public and private agencies

b. External

1. Continuous contact: N/A
2. Frequent contact with parents
3. Occasional contact with public and private agencies

B. Functions

1. Planning

- a. Plan a program of self-improvement and professional growth
- b. Select testing instruments and plan a program of psychological services
- c. Plan for diagnosis and prescription
- d. Plan for consultation and counseling with parents of handicapped children

2. Implementation

- a. Administer, score, and interpret individual tests of intelligence, personality, visual-motor coordination skills, vocational interest and aptitudes
- b. Assist in the preparation of evaluation reports
- c. Offer suggestions for remedial measures and/or referral to private and public agencies
- d. Interpret assessment results to teachers, parents and other professionals

- e. Provide consultative service to teachers and parents on behavior management of exceptional children and conditions relating to learning
 - f. Define the measures of adaptive behavior to be used in individual cases
 - g. Maintain confidentiality of information
 - h. Make recommendations that will assist in the development of the IEP
 - i. Determine the budgetary needs for the position
 - j. Observe referred student in the classroom setting
 - k. Perform other duties as required
3. Control
- a. Prepare and maintain necessary records
 - b. Manage the program of psychological services
 - c. Monitor the implementation of recommendation from the evaluation report

Employee's Signature

Date