

SCHOOL DISTRICT OF BAYFIELD  
SCHOOL PSYCHOLOGIST  
(POSITION DESCRIPTION)

QUALIFICATIONS:

1. Appropriate certification as required by the Wisconsin Department of Public Instruction (DPI).
2. A master's degree from an approved school psychology program and the institutional endorsement.
3. Must be knowledgeable of best practices in school psychology, human learning and developmental processes, techniques to assess these processes, and direct and indirect services applicable to the development of cognitive and academic skills.
4. Knowledge and experience of individual differences, abilities, and disabilities and of the potential influence of biological, social, cultural, ethnic, experiential, socioeconomic, gender-related, and linguistic factors in development and learning.
5. Knowledge of Wisconsin's Model Academic Standards.
6. Skilled in word processing, database and presentation software.
7. Effective verbal and written communication skills.

REPORTS TO: Director of Pupil Services and Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Identify and assess the learning, development, and adjustment characteristics and needs of individuals and groups, as well as the environmental factors that affect learning and adjustment. Use assessment data about the student and his/her environment(s) in developing appropriate interventions and programs.
2. Provides interventions to students to support the teaching process and to maximize learning and adjustment.
3. Provides consultation to parents, teachers, and other school personnel, and community agencies to enhance the learning and adjustment of students. Participate in manifestation determination meetings.
4. Assist in the planning, development and evaluation of programs to meet identified learning and adjustment needs.
5. Deliver a planned and coordinated program of psychological services.
6. Apply ethics and standards of professional practice in the delivery of school psychological services and observe relevant laws and policies that govern practice. Participate in professional organizations and continually seek to improve professional knowledge and skills.
7. Maintain and respect confidentiality of student and school personnel information, while maintaining the safety and welfare for students and staff.
8. Follow federal, state and local laws, regulations and policies regarding children's educational welfare.
9. Report pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse.
10. Participate in eligibility meetings, IEP meetings, and disciplinary review meetings.
11. Cooperate with staff members and parents in maintaining a positive climate during meetings and/or conferences.
12. Consult with appropriate persons concerning the educational environment and factors affecting students' learning.
13. Maintain accurate records of psychological services provided.
14. Maintain clearly written and comprehensive reports and data.
15. Respond to crisis situations in tandem with colleagues and community personnel.

16. Attend workshops/seminars/professional meetings to remain informed of new developments and literature in school psychology.
17. Interprets and upholds School Board policy and special education procedures.
18. Act as the Local Education Agency (LEA) representative for school district at IEP meetings.
19. Other duties as assigned by Administration.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

Approved: July 10, 2006  
Revised: June 14, 2010