

Educational Service Center of Medina County

Job Description

Title: School Psychologist

Reports To: Superintendent or Director of Special Needs Initiatives

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a Valid School Psychologist license.
- Meets all mandated health requirements (e.g. a negative TB test, etc.)
- Documented evidence of a clear criminal record
- Demonstrates the ability to access community resources appropriate to the needs of the students.
- Possesses a valid Ohio driver's license.
- Experience preferred.

Description:

Conduct individual evaluations which may be traditional or intervention-based to assist school staff and parents; effectively meet the academic, behavioral and social-emotional needs of children; consult with educational staff to develop individualized learning or behavioral plans for students.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.

10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Consults with the district administrators to evaluate the ability of the district's school psychology services to meet the needs of the students.
2. Upholds board policies and follows administrative procedures.
3. Promotes a positive image of the school district.
4. Monitors education laws, rules, and regulations. Develops procedural protocols necessary to comply with legislative mandates.
5. Advocates for children. Helps ensure that policies and procedures support non-biased assessment and program planning activities.
6. Obtains informed written consent of parents/guardians before assessment and program implementation.
7. Participates in a differentiated referral system that allows staff and parents to request a multifaceted evaluation and/or consultation for non-disabled students.
8. Administers diagnostic tests and interprets results.
9. Participates in intervention assistance team meetings. Works with the team to reach a consensus on a plan for the identified student.
10. Helps formulate and guide the implementation of Individualized Education Plans (IEP) for students meeting eligibility requirements. Works with staff to ensure that services are provided in the least restrictive educational environment.
11. Participates in due process procedures as requested.
12. Maintains accurate records and submits reports on time.
13. Respects personal privacy. Maintains the confidentiality of privileged information.
14. Consults with parents as needed (e.g. telephone calls, conferences, etc.)
15. Schedules home visits when necessary to support program goals.
16. Coordinates services for students, participating in community programs (e.g., preschools, residential facilities, etc.)
17. Works with district staff to carry out "child find" and coordinates kindergarten screening activities.
18. Collaborated with teachers. Shares knowledge and resources that enhance the educational process.
19. Instructs teachers in the early identification of mental health risks.
20. Helps staff address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, vocational transition plans, etc.)
21. Conducts group sessions as needed to address student concerns (e.g., grief, socialization, personal behavior, conflict mediation, etc.)
22. Works with community services associated with students' programs (e.g., law enforcement, health care facilities, child welfare services, etc.)
23. Reports evidence of suspected child abuse as required by law.
24. Takes precautions to ensure student safety. Does not leave students unsupervised.
25. Takes advantage of professional growth opportunities to remain current with school

- psychology and special education innovations.
26. Accepts responsibility for personal decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
 27. Performs other specific job-related duties as directed by the supervisor and/or building administrator.

Other Duties and Responsibilities:

Performs any and all additional duties and responsibilities as assigned by the Superintendent.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: February 20, 2015
Revised by Governing Board: November 19, 2018