

ST HELENS SD 502

School Psychologist - Elementary/Middle School/High School (2025-006)

JOB POSTING

Job Details

Posting ID

2025-006

Title

School Psychologist - Elementary/Middle School/High School

Description

This position is for the 2025-2026 school year.

When applying, please include the following:

- On-line application
- Resume'
- Cover letter
- At least 3 current letters of reference
- Unofficial transcripts

Job Description:

To provide assessment and consultation services which will result in specific recommendations for instructional and behavioral strategies to enable students from diverse backgrounds and learning styles to derive the fullest possible educational experience. Conduct evaluations and determine eligibility for special education and related services. Work with a diverse team to develop and monitor specially designed instruction.

Essential Duties and Responsibilities:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020- 0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

1. Cultivates and models a respectful working and learning environment.
2. Works effectively and collaboratively with diverse student, staff and community populations.
3. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
4. Remains an active learner, being willing to learn new ways to do things.
5. Follows-up appropriately on all referrals for assessment services.
6. Uses a wide variety of assessment techniques to evaluate students' cognitive skills, academic skills, learning aptitudes, personality and emotional development, adaptive behavior, and social skills.
7. Participate in screening and/or the development of pre-referral interventions to determine response to intervention and whether further evaluation is needed.
8. Conducts psychological assessments then interprets and integrates assessment data into a concise, organized and educationally relevant written evaluation report.
9. Prepares, presents results (written and verbally) and submits required reports and documentations to establish special education eligibility.
10. May attend Child Study Team(CST), Support Services Team (SST) and or CARE Team meetings in the assigned schools (as needed), IEP meetings and meetings of the special education department.
11. Conducts Functional Behavior Assessments, write/develop Behavior Support Plans, and help draft IEP goals related to behavior and social/emotional development.
12. Supports and trains staff on conducting Functional Behavior Assessments (ABC Worksheets), as well as global training for staff regarding the components of an Functional Behavior Assessment.
13. Responds to questions from parents/guardians concerning the evaluation process and district procedures.

14. Maintains accurate, complete and confidential records as required by law, district policy and administrative regulations.
15. Maintains compliance with state and federal rules for establishing special education eligibility and completing evaluations.
16. Consults with parents, teachers and other educational personnel to help them understand child development and how it affects learning and behavior.
17. Provides consultation on the special education needs of children.
18. Supports conducting evaluations for TAG identification as needed.
19. Models and educates school personnel and parents/guardians in the use of positive behavioral supports, and in the appropriate implementation of academic and behavioral intervention plans.
20. Collaborates with school personnel to develop school-wide initiatives to make schools safer and more effective.
21. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents/guardians and staff
22. Works as an active, contributing team member of school teams, district teams, and PLC teams to review student data and develop strategies to increase student academic and behavioral achievement.
23. Facilitates and mediates difficult meetings where there are conflicting interests or opinions.
24. Conducts in-service programs for parents/guardians and school personnel.
25. Operates computer and software programs as related to job responsibilities.
26. Follows district and school policies, procedures, rules, regulations, and guidelines, and the provisions of the contract and exercised professional judgment when acting in the absence of a covering guideline or policy.
27. Performs other duties as requested by the Student Services administrator.
28. Frequent or prolonged standing, walking and sitting.
29. Frequent and prolonged talking/hearing conversations.

WORK ENVIRONMENT:

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

1. This position is primarily performed indoors in school buildings.
2. This position requires traveling between multiple work sites.
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Requires walking and standing for extended periods.
5. Requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects.
6. Work may involve occasional lifting of objects weighing 15 to 25 pounds.
7. Requires transporting student files, assessment materials and supplies.

WORKPLACE EXPECTATIONS:

1. The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
2. The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
3. The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
4. The employee follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable position descriptions, and reasonable requests by proper authority.
5. All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Valid Oregon TSPC license, School Psychologist endorsement
2. Valid Oregon Board of Psychologist Examiners, Clinical Psychologist licensure or ability to obtain
3. Possess a valid Oregon Driver's License if required
4. Annual district safety training modules and assessments
5. Experience preferred

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

Bend: Frequently
Climb: Occasionally
Crawl: Occasionally
Drive: Frequently
Kneel: Occasionally
Lift: Frequently
Reach: Occasionally (above shoulder)
Sit: Frequently
Squat: Occasionally
Stand: Frequently
Twist: Occasionally
Walk: Frequently

2. Employee may use hands for:

Single Grasping -Frequently
Pushing & Pulling - Frequently
Fine Manipulation - Frequently

3. Employee may use wrists for:

Twisting/turning - Occasional

4. Employee may use feet for repetitive movement as in operating foot controls:
Occasionally

5. Lifting:

| Light Work: Lifting 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to ten pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

MENTAL JOB TASK REQUIREMENTS: The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

| Routine, repetitive tasks with simple instructions
| Ability to follow detailed instructions that require few changes
| Ability to follow detailed procedures with several potential variables
| Problem solving ability and interpretation of events required for practical matters
| Ability to accurately interpret behaviors and nonverbal communication and act on decisions |
Logical or deductive thinking required frequently
| Creative, innovative solutions to job problems

CALCULATIONS:

- | Simple copying, addition, counting, subtraction
- | Ability to divide and multiply
- | Fractions, decimals, and percentages
- | Statistics, use of graphs

LANGUAGE:

- | Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- | Ability to explain simple directions, copy data from one form to another | Completes form letters or answers routine correspondence
- | Composes correspondence independently
- | Reads and interprets complex technical material
- | Can prepare complex reports and documents as required
- | Ability to speak with individuals and small groups in an articulate manner
- | Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

SALARY:

As negotiated in the SHEA agreement.

EVALUATION:

In accordance with negotiated SHEA agreement and district policy.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.). This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.*

Equal Opportunity Employer:

The St. Helens School District recognizes the diversity and worth of all individuals and groups. It is the policy of St. Helens School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director at 503-366-7228 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

Shift Type	Full Time	Salary Range	\$60,983.00 to \$102,520.00
Salary Code	Annual	Job Category	Specialist
External Job Application	OR Teacher Application	Internal Job Application	OR Teacher Application
Location	Multiple Locations	Posting Status	Active
Minimum Qualifications Screening	High School Diploma/GED		

Job Application Timeframes

Internal Start Date	03/17/2025	General Start Date	03/17/2025
Internal End Date		General End Date	

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

<i>Name</i>	Jen Nelson
<i>Location</i>	Multiple Locations
<i>Email</i>	jenn@sthelens.k12.or.us

<i>Title</i>	Student Services Coordinator
<i>Phone</i>	

References

<i>Automatically Send Reference Check</i>	Yes
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<i>Reference Check Form</i>	Certified Survey
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