



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: School Psychologist
Reports To: District Administration
Status: Licensed – Non-Exempt

POSITION SUMMARY

The primary purpose of this position is the instruction and supervision of a diverse group of students keeping within the law, board policies, and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in subject areas taught and District and state standards. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment.

MINIMUM QUALIFICATIONS

- Valid Oregon TSPC license, School Psychologist endorsement.

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 principal 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 for diverse students, staff and parents.
2. Works collaboratively with other school personnel (e.g., Administrators, Title I, regular education, specialists, classified staff) in meeting the diverse social and academic needs of all students.
3. Communicates effectively (both orally and in writing) with diverse students, parents and staff.
4. Provides multiple-method assessment and consultative services, and offer specific recommendations and staff training in instructional and behavioral strategies and interventions.
5. Serves as coordinator for early childhood education-to-school transitions.
6. Serves as K-12 Autism Specialist and 6-12 Behavior Specialist.
7. Integrates assessment, observational data and recommendations into complete, well-organized and educationally relevant reports.
8. Applies, effectively and accurately, a number of Federal and State laws related to special education, student records, student discipline and personnel matters.

9. Coordinates, and where appropriate, conducts timely and complete special education evaluations and three-year re-evaluations for special education eligibility for students that are referred.
10. Serves as the District's inter-agency liaison with mental health service providers, physicians, youth correctional authorities, and others.
11. Serves as facilitator/mediator in difficult meetings involving parent concerns.
12. Offers training in effective communication skills, problem-solving and dispute resolution.
13. Manages out-of-district caseload for students with autism.
14. Attends as needed, Student Study Team, staff, PBIS and RTI data team meetings.
15. Creates Functional Behavior Assessments and Behavior Support Plans as needed.
16. Utilizes computer and software programs as related to job responsibilities.
17. Maintains accurate, complete, and confidential records as required by law, district policy and administrative regulations.
18. Follows district and school policies, procedures, rules, regulations, and guidelines, and the provisions of the contract and exercises professional judgment when acting in the absence of a covering guideline or policy.
19. Interprets evaluation data, progress monitoring data, psychological reports, psychiatric reports, and special education documents for teams and staff.
20. Conducts risk/threat assessments when needed, in collaboration with other district staff.
21. Assists with sudden behavioral challenges as requested.
22. Performs other duties as requested by the Director of Special Education.

WORK ENVIRONMENT

1. Primarily performs duties indoors in school buildings.
2. Requires travel between multiple work sites.
3. Includes frequent or prolonged standing, walking and sitting.
4. May be exposed to bodily fluids due to student or employee injury or illness.
5. Requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects.
6. Includes frequent and prolonged talking/hearing conversations.
7. Requires frequent evenings and/or extended work hours.
8. May be required to obtain a first Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
9. May involve occasional lifting of objects weighing 15 to 25 pounds.
10. 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, and 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. The employee demonstrates appropriate judgment and professional behavior at all times.
6. All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.

WORK YEAR

This position follows the regular teacher work year and working conditions are governed by the collective bargaining agreement.

SALARY

Salary and benefits are based on the current District Salary Schedule and on the collective bargaining agreement.

EVALUATION

Job performance will be evaluated in accordance with the law and FRSD Board Policy on Evaluation of Licensed Employees.

OTHER

Note: 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. As it deems advisable, the school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

EMPLOYEE STATEMENT

“I have reviewed the above job description and understand its contents.”

“I am aware that this job description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require any accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Signature

Date

Name (Print)

3/2023

School Psychologist