



**Job Title:** School Psychologist/Behavior Specialist  
**Reports To:** Building Principal/Supervisor  
**FLSA Status:** Exempt

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### **JOB SUMMARY**

The School Psychologist/Behavior Specialist is directly responsible for the psychological assessment of academic, social, emotional, and behavioral domains utilizing problem-solving and standardized evaluations. The School Psychologist/Behavior Specialist monitors the completion of case study evaluations and participates in problem-solving meetings designing systems, programs and services that maximize students' social, emotional, and educational success. In collaboration with staff, families, students, and communities, the School Psychologist/Behavior Specialist promotes effective educational environments.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Provide individual, group, and family therapy per IEP requirements.
2. Support crisis intervention efforts and provide insight into developing functional behavior assessments and behavior intervention plans and goals.
3. Monitor and record behavioral progress of direct service students.
4. Maintain student records and diagnostic reports.
5. Observe and assess Tier III student behavior, as well as Tier II behavior as needed.
6. Integrate behavioral support services into the classroom environment as appropriate.
7. Aid staff in the design and implementation of appropriate interventions and accommodations for students.
8. Conduct/participate in psychological assessments of referred students to determine eligibility for special education services.
9. Interpret results for students' conferences, team meetings, IEP conferences, and problem-solving meetings.
10. Prepare required reports to establish special education eligibility.
11. Serve as a member of 504 or Response to Intervention teams, as needed.
12. Participate in screening and/or the development of pre-referral interventions to determine the need for further evaluation.
13. Provide consultative services to parents/guardians as needed.
14. Provide and/or assist in professional development for staff, parents, and/or community.
15. Coordinate and/or collaborate with a range of individuals, educational specialists, agencies, and support organizations to promote and provide comprehensive services to students and families.
16. Contribute to program development that furthers the integration of social, coping, and problem solving in the classroom.
17. Provide team training on special education law, rules, procedures, and research-based strategies.
18. Perform other duties as assigned by Supervisor or Designee.

## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attend and participate in building or program activities, staff meetings, and in-service trainings as appropriate.
2. Serve on school committees and councils.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to supervisor.

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## SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education, Certificates, Licenses, Registrations:** Must hold an undergraduate degree. Must hold a valid Oregon School Psychologist License issued by TSPC. Licenses and certificates as determined by the district including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.
- **Experience:** Demonstrated ability to successfully work with adolescent students and the public in a school setting. Student teaching also applies but is not considered for placement on the current salary schedule.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Have mediation skills and the ability to facilitate meetings where there are conflicting interests or opinions.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiently use technology to communicate, compile reports, and collect data. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs and any other software adopted by the District. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Maintain a belief that all students can learn.
- **Other Trainings:** Annual completion of SafeSchools online training required.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

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### 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. 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.

Prepared By: HR Department

Prepared Date: October 2023

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

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Employee

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Date