



Littleton Elementary School District Position Description

TITLE: Psychologist

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: Within the limits of the Littleton Elementary School District policies, practices and requirements, the psychologist is responsible and has commensurate authority to accomplish the duties set forth. He may delegate portions of this responsibility, but he may not relinquish his overall responsibility of accountability.

PRINCIPAL DUTIES: (essential functions)

- Assesses difficulties of referred students through appropriate testing and diagnostic practices
- Helps identify within the school all types of exceptional children
- Administers test and recommends placement for exceptional children within the limits of applicable state regulations
- Maintains case records on all referred students
- Recommends corrective procedures
- Makes placements with outside agencies for children whose diagnosed problems would benefit from special programs not offered within
- Confers with teachers and parents whenever necessary
- Consults on special educational needs of children in all special education programs
- Attends or conducts conferences on placement of individual students
- Serves as a consultant on mental health topics for instructors in the school health program
- Interprets the school psychological services to teachers and parents
- Prepares and submits required reports on special education children and programs
- Recommends placements in special education classes within the district
- Cooperates with personnel of community health and social welfare agencies
- Acts as liaison between the school district and special education departments in other school districts
- Attends staff, professional and interagency meetings
- Assists with in-service training of school personnel
- Keeps abreast of new developments and legislation
- Performs other duties as may be assigned

KNOWLEDGE AND SKILLS REQUIRED:

Solving problems and resolving conflicts
Using computer and related software
Developing and training staff
Managing a budget
Analyzing and interpreting data
Monitoring safety procedures

Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction
Current instructional practices
Evaluation, mentoring, and training methods
Arizona State Law and District policies and procedures
Human growth and development
Federal, state and district financial budgeting regulations, processes and procedures
Effective discipline methods
Positive interpersonal skills to interact with staff, parents and community
Knowledge of Special Education requirements and regulations

PHYSICAL REQUIREMENTS: 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 frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, and color vision.

PREFERRED QUALIFICATIONS:

A master's degree in psychology
Certified by Arizona State Department of Education as a school psychologist
Three years experience working in an environment with children
To perform this job successfully, an individual must be able to perform each essential duty successfully
The requirements listed below are representative of the knowledge, skill, and/or ability required
Such alternatives to the above qualifications as the governing board may find appropriate and acceptable
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License Certified by Arizona Department of Education in Psychology

TERMS OF EMPLOYMENT: Ten, eleven or twelve month. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of Certified Personnel.