

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: School Psychologist
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with coverage as a specialist in school psychology. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

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

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To enable students to derive the fullest possible educational experience from school by promoting their sense of self and by diagnosing and recommending treatment for any psychological, behavioral or learning problems.

Essential Duties and Responsibilities:

1. Psychological and psycho educational evaluation and assessment of the school functioning of children and young persons. Procedures include: a) screening; b) psychological and educational tests (particularly individual psychological tests of intellectual functioning, cognitive development, affective behavior, and neuropsychological status); c) interviews; d) observation; e) behavioral evaluation, with explicit regard for the context and setting in which the professional judgements based on assessment, diagnosis, and evaluation will be used; f) preparation of required reports on special education programs; g) maintenance of case records on all referred students.
2. Interventions to facilitate the functioning of individuals or groups, with concern for how schooling influences and is influenced by the cognitive, affective and social development. Such interventions may include, but are not limited to: a) recommending; b) planning; c) evaluating special education services; d) counseling; e) setting up affective educational programs; f) training programs to improve coping skills; g) assisting the teacher in setting up and implementing behavior modification programs for children whose diagnosed problems would benefit from such programs.
3. Interventions to facilitate the educational services and child care functions of school personnel, parents, and community agencies. Such interventions may include, but are not limited to: a) inservice school personnel education programs; b) parent education programs; c) parent counseling.
4. Consultation and collaboration with school personnel and/or parents concerning specific school related problems of students and professional problems of staff. Such services may include, but are not limited to assistance with: a) the planning of educational programs from a psychological perspective; b) consultation with teachers and other school personnel to enhance their understanding of the needs of particular pupils; c) modification of classroom instructional programs to facilitate children's learning; d) promotion of a positive climate for learning and teaching; e) assistance to parents enabling them to contribute to their children's development activities.
5. Program development services to: a) individual schools; b) school administrative systems; c) community agencies in such areas as needs assessment and evaluation of regular and special education programs; d) liaison with community, state, and federal agencies concerning the mental health and educational needs of children.
6. Abides by all policies of the Okaloosa County School Board.
7. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve months. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual evaluation conducted by principal or supervisor in accordance with the Master Contract, local policies and state laws.