



SCHOOL PSYCHOLOGIST EXCEPTIONAL LEARNERS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) School Psychologist for the Department of Exceptional Learners partners with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school and the community. They help schools successfully improve academic achievement, promote positive behavior and mental health, and improve school-wide assessment and accountability in monitoring individual student progress in academics and behavior.

ESSENTIAL FUNCTIONS

Diagnostic Responsibilities

- Conduct multi-factored psychoeducational assessments of students using a variety of assessment techniques to evaluate/identify potential learning difficulties, using the most current and reliable test instruments in a professional standardized manner highlighting the degree of confidence that can be placed upon test results
- Participate as a member of multi-disciplinary teams, consisting of parents, teachers, and other specialists.
- Prepare qualitative, comprehensive evaluation reports that identify strengths and weaknesses of students and present the information and recommendations in language that is easily understood by parents and educators.
- Highlight the degree of confidence that can be placed upon test results.
- Participate in case conference committee meetings, as needed, in a manner that ensures that all team members have an opportunity to share in decision-making. Attempts to focus the conference on the questions of how to best meet the student's needs within the educational environment.
- Facilitate the accurate completion of required documents and general case conference compliance with relevant school corporation and Article 7 related policies and procedures.

Professional Responsibilities

- Consult with general education teachers regarding individual student learning, achievement, social/emotional development, and behavior.



- Establish and maintain relationships with other professionals and advocates who provide services to families; collaborates with professionals in prevention, assessment, and intervention efforts.
- Collaborate with advocates who represent students and their families.
- Build relationships with the staff in each building and develop an understanding of the organizational structure, building resources, and general curriculum goals of each building to which they are assigned, thereby enabling him/her to participate as an effective team member.
- Participate in corporation based committees as appropriate.
- Provide professional development activities to school personnel, parents, and others in the community regarding issues of human behavior, learning, and development.
- Perform duties in an accountable manner by keeping records of activities/efforts, evaluating effectiveness, and modifying practices and/or expanding services as needed.
- Pursue opportunities to advance knowledge of the field, through further education, attendance at professional conferences and in-services, and involvement in professional organizations.
- Readily seek additional consultation with supervisors, peers, or colleagues regarding particularly complex or difficult cases.
- Attend regular scheduled staff meetings.
- Support efforts to include all children with disabilities and assists building staff in the implementation of inclusive efforts.

Organizational Responsibilities

- Complete psychoeducational evaluations and convene case conferences of students in assigned schools within the state mandated fifty (50)/twenty (20) day time limit.
- Adhere to state/federal/corporation guidelines regarding the referral process, and eligibility determination.
- Submit a detailed weekly schedule to the Director of Exceptional Learners or designee and Administrative Assistant.
- Perform such other duties as may be assigned by the Director of Exceptional Learners or designee.

Minimum Qualifications

- Educational Specialist (master's degree plus thirty (30) graduate hours) or higher in school psychology required
- Successful completion of a supervised internship program required.
- Current Indiana school psychologist licensure required.
- Relevant prior employment experience with a school corporation or school related organization preferred.

Terms of Employment



Approximately seven and a half (7.5) hours per day, one hundred ninety (190) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Personnel Data Sheet for School Psychologists, as from time to time amended.

Evaluation

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director of Exceptional Learners or designee will conduct the evaluation of this position.

Work Environment

School Psychologists are building based, but will be provided office space at the Mishawaka Administrative Center.

Additional Information

Position reports to/ Job description reviewed by:	Director of Exceptional Learners or Designee
Job description approved by:	Directors of Exceptional Learners & Human Resources
Revision dates:	March 26, 2021