

# *Houghton Lake Community Schools*

## **SCHOOL PSYCHOLOGIST**

Special Education Department

Posting Date: 7-8-2011

<b><u>JOB TITLE:</u></b>	School Psychologist
<b><u>POSITION:</u></b>	Full-time position Houghton Lake Community Schools
<b><u>SALARY:</u></b>	Per Master Agreement Salary Schedule
<b><u>BENEFITS:</u></b>	Health, dental, vision, life and disability insurance
<b><u>REPORT TO:</u></b>	Director of Special Education and/or Local Building Principal
<b><u>QUALIFICATIONS:</u></b>	Currently certified by the State of Michigan, Department of Education, Office of Professional Preparation and Certification Services as a School Psychologist <b>or</b> eligible by the date of hire for temporary certification.
<b><u>STARTING DATE:</u></b>	Immediately
<b><u>APPLY TO:</u></b>	Kevin P. Murphy, Superintendent Houghton Lake Community Schools 6001 W. Houghton Lake Drive Houghton Lake, Mi 48629 murphyk@hlcsk12.net
<b><u>DEADLINE:</u></b>	Open until filled

**Job Description posted on our Web-site: [www.hlcsk12.net](http://www.hlcsk12.net) under Job Opportunities**

# **JOB DESCRIPTION**

**TITLE:** SCHOOL PSYCHOLOGIST

## **JOB OBJECTIVES:**

Provide evaluation and consultation services to students with suspected disabilities and students with disabilities.

## **POSITION OVERVIEW:**

The School Psychologist evaluates children with suspected disabilities. In addition, they provide consultative services to teachers, administrators, and parents. These services may include individual, classroom, or building-wide behavioral, individual therapeutic or systemic consultation. The school psychologist is also expected to become involved in the pre-referral process of the local district they are assigned. This position is considered at risk for exposure to Hepatitis B and may come in contact with hazardous chemicals.

## **ESSENTIAL JOB FUNCTIONS:**

1. Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Superintendent and/or administrators.
2. Participate as a member of the I.E.P.T. (Individualized Evaluation Planning Team) when appointed by the Superintendent / Designee.
3. Participate as a member of the M.E.T. (Multidisciplinary Evaluation Team) when appointed by the Superintendent / Designee and serve as a team coordinator in appropriate situations.
4. Communicate in clear, understandable language, evaluation results to parents, referral sources, and colleagues within the school setting prior to the IEP meeting.
5. Have knowledge and ability to assist school districts in developing, implementing, and maintaining a system-wide Response to Intervention (R.T.I.) program, including knowledge of assessment systems, managing data, and collaboration.
6. Maintain a bi-weekly schedule within the assigned service area. Deviations from schedule are subject to prior approval of supervisor.
7. Maintain accurate records in a manner consistent with State and Federal Law as required by Intermediate School District and Local Educational Agency.
8. Maintain a cooperative, harmonious relationship with professionals and others within the school setting which fosters recognition and respect for every individual.
9. Organize time, energy, and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities as approved by supervisor.

10. Perform such tasks as the building principal / supervisor may request in order to promote cooperative team work.
11. Follow school building rules and procedures outlined by building principal.
12. Employee will follow all health and safety rules, policies and procedures.
13. Perform duties according to HLCS safety and health policies.
14. Keep work area in a neat and organized manner, and surrounding areas clean and orderly to maintain health and safety according to HLCS policies.
15. Participate in school improvement activities such as curriculum development committee, positive behavior support committee, etc.
16. Physically capable of performing C.P.I. (Crisis Prevention Intervention) techniques, lifting and positioning students.
17. Knowledge of common safety hazards and necessary safety precautions for the self and others, sufficient to be able to establish a safe work environment. Ability to use the principles of safety and to perform skills protecting the health and safety of self, students and other co-workers.
18. This position is considered "at risk" for exposure to blood-borne pathogens. An awareness of potential risk and good practice in relation to "infection control" is necessary.
19. Demonstrate knowledge of the Michigan Right-to-Know law and its practices.

**JOB LOCATION:** Houghton Lake Community Schools

**EQUIPMENT:** Assistive Technology Devices, Computer, Printer, Copier, Fax Machine

**CRITICAL SKILLS / EXPERTISE / QUALIFICATIONS:**

1. Currently certified, or eligible by the date of hire for temporary certification, by the State of Michigan, Department of Education, Office of Professional Preparation and Certification Services.
2. Ability to use a computer and assistive technology devices as necessary to complete job function.

**NON-ESSENTIAL FUNCTIONS:**

1. Contribute to in-service training programs for general education staff, community organizations, and other personnel at the request of the supervisor.
2. Assume responsibility for keeping informed of current developments in own field and related fields of special education and maintain readiness to adapt to change.
3. Provide pre-referral services according to the appropriate State and Federal Rules and Regulations following the procedures of the local district to which they are assigned.
4. Performs other related duties assigned by the Director of Special Education or Supervisor.