



Kalamazoo Regional Educational Service Agency Job Description

Job Title: School Psychologist
Reports To: Special Education Program Administrator/Director
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 02/2003
Last Revised Date: 02/2003

Summary: Evaluates needs of students, who are average, gifted, impaired and disturbed children within educational system or school, and plans and carries out programs to enable children to attain maximum achievement and adjustment.

Essential Duties and Responsibilities:

- Conducts diagnostic evaluations to identify student's needs, limitations, and potentials, observing student in classroom, at play, in the community, studying school records, consulting with parents and school personnel, and administering and interpreting diagnostic findings
- Attends and participates in IEP meetings; plans treatment programs
- Counsels students individually and in groups to assist students to achieve personal, social, and emotional adjustment
- Carries out research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children
- Advises teachers and other school personnel on methods to enhance school and classroom atmosphere to provide a motivating educational environment
- Refers individuals to community agencies to secure medical, vocational, or social services for child or family
- Serves as consultant to school board, superintendent, administrative committees, and parent teacher groups in matters involving psychological services within educational system or school
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree in psychology. Understanding of the neurodevelopment of children.

Certificates, License, Registration:

Approved Michigan School Psychologist certified by the Michigan Department of Education or fully licensed psychologist

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.