



CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

Position Title	Teacher, School Psychologist
Building/Department	All
Supervised & Evaluated By	CG Administration
Evaluation	Yearly

Position Details: Days Per Year <u> 184 </u> Hours Per Day <u> 7.5 </u>	Benefit Level: <input type="checkbox"/> A Certified Administrators <input type="checkbox"/> B Directors and Coordinators <input type="checkbox"/> C Support Staff <input type="checkbox"/> D "Other" (No Benefits) <input checked="" type="checkbox"/> Bargaining Unit <i>Master Teacher Contract</i>	FLSA Overtime Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Employment Status: <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee	Job Description Updated: <i>August, 2017</i>	

Minimum Qualifications and Credentials Required:

- Must hold a valid license from the Indiana Department of Education, Division of Professional Standards or be in School Psychology

Professional Duties and Responsibilities:

1. Interact in a professional manner with students, parents and colleagues
Assess the educational and mental health needs of students by participating in school
2. based programs and intervention activities designed to address learning and behavioral difficulties
3. Recommend strategies to teachers, parents and administrators regarding learning styles, challenges in behavior, social skills and individual needs of students
4. Provide in-service training to staff, educators, community personnel and parents
5. Participate in cooperative and/or corporation based committees as appropriate
6. Collaborate with school and community based personnel
7. Keep current of best professional practices
8. Assist in the development of initial IEP in collaboration with case conference committee
Meet the educational and mental health needs of all students by actively participating in
9. school based programs, intervention activities, etc. designed to be proactive in eliminating learning and behavioral difficulties
10. Strengthen working relationships between educators, parents and community services
11. Actively seek greater knowledge of the field, through further education, attendance at professional conferences and in-services and involvement in professional organizations
12. Attend required meetings and school related activities
13. Submit weekly schedule to appropriate offices

Instructional Responsibilities:

1. May facilitate psychoeducational, counseling or therapeutic groups for elementary, middle school and high school students based upon the needs of each school



Diagnostic Responsibilities:

2. Use a wide variety of assessment techniques at an individual, group and systems level to evaluate/identify potential learning difficulties and to monitor progress
Prepare qualitative, comprehensive evaluation reports that identify strengths and
3. weaknesses of students and provide educational recommendations in language that is easily understood by parents and educators
4. Provide meaningful suggestion/recommendations to the Case Conference Committee based on diagnostic data available
5. Relate diagnostic information to conference participants in understandable language

Organizational Responsibilities:

1. Serve as Case Manager for initial multidisciplinary evaluations
2. Adhere to state/federal/corporation guidelines regarding the referral process
3. Complete evaluations and reports in a timely and accurate manner by adhering to state/federal guidelines regarding completion of the referral process
4. Utilize and account for timely efficiently
5. Other duties as assigned