

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: School Psychologist  
Job Class Code:  
Pay Scale: per salary schedule

Reports to: Director of Special Education  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Participates in establishing priorities for the delivery of psychological services.
- Maintains records of services requested and delivered.
- Interprets educational policies, programs and procedures related to psychological services.
- Explains roles and responsibilities of school psychologist to students, parents, school staff and community.
- Works with school personnel to accomplish identified program goals and objectives.
- Applies psychological research data to the development and evaluation of educational programs and services.
- Utilizes school and community resources to maximize program effectiveness.
- Organizes daily practices in agreement with current knowledge of school psychology.
- Promotes the use of school and community resources as additional means of accomplishing assessment goals.
- Assists in the screening of students possibly in need of more comprehensive assessment.
- Applies psychological and psychoeducational assessment techniques as planned.
- Applies diagnostic assessment within specific areas of deficiency to aid in instructional planning
- Implements intervention procedures with individuals and groups.
- Applies local, state and federal laws, policies, and regulations to the delivery of school psychological services.
- Formulates educational recommendations and interventions consistent with assessment data.
- Contributes to the development and evaluation of instructional programs as planned.
- Plans or assists in the planning of psychological in-service training and educational and psychological programs for students, staff, and parents.
- Demonstrates positive collaborative relationships with students, staff, administrators
- Is punctual in the performance of duties.
- Participates in professional development activities to continually upgrade skills.
- Makes studies of new practices and techniques for improving the keeping of records.
- Attends meetings and other school related programs as necessary and appropriate.
- Develops and implements KERA activities that are designed to carry out the goals of the school district.

**MINIMUM QUALIFICATIONS**

Education: Degree in Psychology  
Certification/Licensure: Appropriate Credentials  
Experience: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*

