



POSITION DESCRIPTION

JOB TITLE: SCHOOL PSYCHOLOGIST Job Class: 6000		
DATE	DEPARTMENT OR SCHOOL Psychology	DIVISION Special Education
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: School Psychologists work within Milwaukee Public Schools (MPS) and focus on prevention and intervention and activities to enhance student achievement.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Conducts diagnostic evaluations of children with learning difficulties or behavior problems which interfere with their satisfactory adjustment in school.
2. Provides treatment to children who present symptoms of underlying learning and socio-emotional difficulties by utilizing a variety of psychological interventions including psycho-educational therapy and counseling with students, parents, teachers and others with whom the students have contact.
3. Participates in Individual Educational Plans as required.
4. Refers appropriate cases to internal and external specialized skills or programs.
5. Consults on and designs treatment and educational programs appropriate to the educational setting.
6. Conducts prevention and intervention activities with students.
7. Provides assistance to students in need of individual or group counseling.
8. Consults with school staff and administrators to determine the best practices for dealing with specific situations.
9. Provides in-service training to system staff. Keeps abreast of developments in the field by reading professional publications and attending appropriate seminars and conferences.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision provided as necessary by the Supervisor, Psychological Services.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May oversee the work of psycho-metric assistants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in educational psychology and Wisconsin DPI certification as a school psychologist.

Experience Requirements

Previous experience working with students and experience in a school system are desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required. An understanding of psychological testing methods is required. Incumbent must have knowledge of the federal and state laws and regulations surrounding assessment of students.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.