

# RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

## INSTRUCTIONAL STAFF

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### SCHOOL PSYCHOLOGIST

#### QUALIFICATIONS:

1. Holds valid New Jersey Educational Services Certificate and School Psychologist Endorsement.
2. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and human relations.
3. Demonstrates ability to work effectively with students, staff, parents, administrators and others.
4. Possesses knowledge of state and federal laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services.
5. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Special Services

**JOB GOAL:** To serve as a member of the Child Study Team and support the district's instructional program by facilitating student attainment of intellectual, academic, social and emotional growth consistent with the goals set forth by the Board of Education and within the resources provided by it.

#### PERFORMANCE RESPONSIBILITIES:

##### 1. Child Study Team

- a. Serves as a member of the basic Child Study Team, and performs all duties required as a member of the Child Study Team by administrative code, state and federal laws and Board policy.
- b. Performs a psychological examination of students referred to the Child

Study Team for evaluation, including an observation of the student, an assessment of the intellectual, social, adaptive and emotional development of the pupil.

- c. Reports psychological assessment findings at regularly scheduled Child Study Team meetings.
- d. Actively participates in the deliberations of the Child Study Team and jointly classifies educationally disabled students and assists in planning Individual Educational Programs for them.
- e. Assists in coordinating, developing, monitoring and evaluating the effectiveness of Individualized Education Program of assigned students.
- f. Serves as Case Manager of assigned students and maintains appropriate case records.
- g. Provides counseling, within the areas of professional competency, to disabled students when such counseling forms a part of the student's Individualized Education Program.
- h. Helps assess, in accordance with policies established by the Board of Education, students recommended for retention, acceleration and early graduation.
- i. Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedures of the Oceanport Department of Special Services.
- j. Provides thorough and timely reports, data, information, etc. as requested by the Supervisor of Special Services and administration.

## **2. Professional Development**

- a. Keeps self-updated on assessment techniques, research in the field of mental health, and state and federal statutory and regulatory requirements concerning students with disabilities.
- b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

### **3. School/Community Relations**

- a. Provides consultation to parents, school personnel and representatives of community services and agencies with reference to students who are experiencing social, emotional, and/or academic difficulties.
- b. Serves as consultant to administrators and other special services personnel on mental health topics.
- c. Interprets psychological services to school personnel, parents and the community.
- d. Assists, upon appropriate request, in the preparation and implementation of professional development programs for school personnel within areas of professional competency.
- e. Attends meetings of the Pupil Assistance Committee and other groups as assigned by the Supervisor of Special Services.
- f. Attends evening programs (i.e., Back-to-School Nights, SNAPP) annually.
- g. Provides support as needed to students, staff and administration during crises.
- h. Serves as a member of the mental health services team. i. Cooperates with personnel of community health and social welfare agencies.

### **4. Other Assigned Duties**

Performs all other duties as may be assigned by the Supervisor of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**APPROVED BY THE RFH BOARD OF EDUCATION:** April 11, 2022