

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** School Psychologist

**Reports to:** Director of Student Services

**Employment Status:** Regular/Full-Time

**FLSA Status:** Exempt

**Description:** Conduct educational evaluations to assist school staff and parents; effectively meet the academic, behavioral and social emotional needs of children; consult with educational staff to develop individualized learning and behavioral plans.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

**Assessment and Evaluation:**

- Conduct psychological and psycho-educational assessments to evaluate students' cognitive, emotional, behavioral, and academic needs. This includes special education and 504 evaluations.
- Interpret test results and prepare comprehensive reports for Individualized Education Program (IEP) teams, teachers, and parents.

**Intervention and Support:**

- Design and implement evidence-based interventions to address academic, behavioral, and social-emotional concerns.
- Provide individual and group counseling to students as needed.

**Collaboration and Consultation:**

- Collaborate with teachers, parents, administrators, and other staff to develop effective support strategies for students.
- Serve as a key member of the IEP and Multi-Tiered System of Supports (MTSS) teams.

**Behavioral Support and Crisis Management:**

- Provide immediate psychological support during crises, including threat assessments, intervention planning, and behavioral management strategies.
- Develop and implement safety plans, crisis response protocols, and behavioral management plans to address student and classroom needs.
- Collaborate with teachers and staff to recommend effective classroom management techniques that promote a safe and supportive learning environment.

**Training and Education:**

- Deliver training and professional development to staff on topics such as mental health, learning disabilities, and classroom management.
- Educate families on strategies to support their children's learning and emotional well-being.
- Train staff on managing challenging behaviors, de-escalation techniques, and responding to mental health crises.
- Stay current on advancements in school psychology and special education law, and implement new practices or methods to enhance services for students.
- Attend all required in-service training provided by the district and ensure compliance with state and federal regulations regarding special education standards.

### **Other Duties and Responsibilities:**

- Assist in developing and implementing school-wide initiatives to improve mental health and student success.
- Maintain accurate and confidential student records in compliance with legal and ethical guidelines.
- Stay current on best practices, legal standards, and research in the field of school psychology.
- Perform other duties as assigned by school administrators.
- Promote good public relations
- Respond to routine questions and requests in a timely, appropriate manner

### **Qualifications:**

- Educational Specialist degree or Doctorate in School Psychology required
- Valid state certification or licensure as a School Psychologist.
- A valid driver's license
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- **Knowledge:**
  - Comprehensive understanding of psychological assessment tools and interventions.
  - Familiarity with federal and state education laws, including IDEA and Section 504.
  - Knowledge of child development, learning theories, and mental health conditions.
- **Skills:**
  - Strong analytical and problem-solving skills.
  - Excellent written and verbal communication skills for reports and consultations.
  - Ability to build relationships with diverse populations, including students, parents, and staff.
- **Abilities:**
  - Work collaboratively in a team-oriented environment.
  - Manage time effectively, prioritize tasks, and meet deadlines.
  - Exercise sound judgment and handle sensitive information with confidentiality and discretion.

### **Equipment Operated:**

- Psychological testing materials and assessment tools (e.g., WISC, BASC, Vineland).
- Computers and software applications, including report-writing tools and student information systems.
- Audiovisual equipment for training and presentations.
- Standard office equipment such as telephones, printers, and copiers

### **Additional Working Conditions:**

- Occasional requirement to travel
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent repetitive hand motion, e.g. computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, climb, and stoop
- Requirement to lift and/or carry various supplies and/or equipment up to a maximum of 50 pounds
- Occasional requirement to push and/or pull up to a maximum of 300 pounds, e.g., student in a wheelchair, etc.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.