

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

**TITLE:** SCHOOL PSYCHOLOGIST

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Principal

**JOB GOAL:** In conjunction with the other Child Study Team members, the school psychologist will work to enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

**PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education's and administration's philosophy of education, special education, and instructional goals and objectives.
2. Serves as a member of a child study team (CST), and participates in the evaluation, classification, and placement of all pupils with special needs.
3. Administers, scores, and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social, and behavioral characteristics of those students referred through the principal or designee.
4. Interprets the results of psychological testing and assists as part of the CST in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services under the authority of the principal or designee.

5. Participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
6. Serves as a case manager, when assigned, and maintains appropriate case records.
7. Provides psychological counseling to students, parents, and staff and, when requested by the director of special services, makes referrals to appropriate community resources.
8. Assists in the development and delivery of in-service programs and parent seminars, when requested and assigned.
9. Maintains professional competence through continuing education and other professional growth activities.
10. Observes pupils in classrooms and other school settings, when appropriate and assigned.
11. Serves as a consultant to parents, school personnel, and community groups on child development and mental health topics, when requested and assigned.
12. Cooperates with personnel of community health and social welfare agencies.
13. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy, under the direction of the superintendent of schools or principal.
14. Performs other related duties as may be assigned by the superintendent of schools or principal.

**TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

**Legal References:**

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirements prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<b>See particularly:</b>	
<u>N.J.S.A. 18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.S.A. 18A:46-11</u>	Psychological and other examinations
<u>N.J.A.C. 6:3-3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil Records
<u>N.J.A.C. 6:3-9</u>	Attendance and pupil accounting
<u>N.J.A.C. 6A:7</u>	Managing equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<b>See particularly:</b>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-9</u>	Requirements for educational services certificate
<u>N.J.A.C. 6A:9-13.9</u>	School psychologist
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)