

**JEFFERSON COUNTY SCHOOL SYSTEM**  
**JOB DESCRIPTION**  
**SCHOOL PSYCHOLOGIST**

**Qualifications**

1. Valid teacher's license with appropriate endorsement

**Essential Duties and Responsibilities**

1. Performs psycho educational assessments on referred students
2. Prepares written reports of assessments
3. Provides feedback to teachers concerning assessment
4. Assists educational personnel with the interpretation of psycho educational evaluations
5. Interprets assessment findings to parents upon request
6. Develops suggestions/recommendations concerning individualized educational programs for students
7. Advises Student Support Team (SST) concerning individual students when requested
8. Participates in IEP-Team meetings when requested
9. Assists with the interpretation of special education procedures to teaching staff and parents when requested
10. Stays abreast of changes in special education rules, regulations, laws, and court decisions
11. Assists with the development and presentation of in-service activities
12. Attends workshops, trainings, and state meetings to stay abreast of new assessment tools, procedures, developments in the field of school psychology
13. Be willing to assist the special education program as directed by the Director of Schools
14. Performs other duties as assigned by the Director of Schools