

Job Title:	Licensed Spec Sch Psych MA/EdS	Wage/Hour Status:	Exempt
Reports to:	Director	Pay Grade:	106
Dept./School:	Special Education Evaluation Services	Date Revised:	July 31, 2023

Primary Purpose

Evaluate students as part of a Multidisciplinary Team for students referred for a Full and Individual Evaluation (FIE). Assist the ARD Committee in determining student eligibility for special education services. Assist in the ARD/IEP process through development of behavior intervention plans, counseling goals and objectives and academic goals and objectives to ensure educational benefit.

Qualifications**Education/Certification**

Master's Degree in Psychology or Nationally Certified School Psychologist
Valid Licensure as a Specialist in School Psychology by the Texas Board of Examiners of Psychologists

Special Knowledge/Skills

- Excellent organizational, communication, public relations, and interpersonal skills
- Knowledge of federal and state mandates regarding special education
- Ability to develop individual student assessments and complete evaluations
- Ability to operate computer and software applications

Experience

Three (3) years of special education experience in teaching and/or assessment

Major Responsibilities and Duties**Instructional and Program Management**

1. Ensure compliance with Individuals with Disabilities Education Improvement Act (IDEIA) regulations.
2. Serve as a member of the multidisciplinary evaluation team to ensure "Integrated IEPs".
3. Participate in ARD committee meetings when appropriate and necessary to ensure eligibility, appropriate instructional and related services goals and objectives.
4. Participate in Manifestation Determination ARD Committee meetings.
5. Assist teachers and related services staff in developing behavior intervention plans.
6. Maintain timelines with evaluations (initials, re-evaluations).
7. Provide psychological counseling.
8. Responsible for completion and submission of Service Delivery Logs on a timely basis.
9. Perform other duties as assigned by supervisor.

Monitor Programs

10. Monitor student eligibility folders to ensure compliance with federal, state, and district regulations.

Student Management

11. Assist campus referral teams during the referral process.
12. Conduct psychological assessments evaluations for students referred to special education and completes Multidisciplinary Full and Individual Evaluation reports.

Personnel Management

13. Collaborate with regular education counselors and social workers to provide appropriate support.
14. Work with the campus administrator to facilitate a support system for special education service delivery.
15. Participate in professional growth activities as required by IDEIA, NCLB and local and state regulations.
16. Participate in random MAC time studies and comply with requirements.

Policy, Reports and Law

17. Assure the provision of procedural safeguards for special education students.

Budget and Inventory

18. Maintain appropriate inventory of professional assessment kits, protocols, etcetera's.

Communication and Community Relations

19. Assist in developing and maintaining networks with various community agencies.

20. Consult with parents, teachers, administrators, and related service providers of students with emotional disturbances.

Supervisory Responsibilities

Supervise LSSP Interns and/or LSSP Trainees

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional District-wide and state travel.

Terms of Employment

203 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.