**Murfreesboro City Schools**

**School Psychologist**

**Special Education Department**

**Revised on 07/16/2018**

**Credentials:** Current Tennessee Licensure for School Psychology.

**Other Qualifications:** Must work cooperatively and effectively with children and adults; be willing to follow directions and work within the philosophy, goals and resources of the system; be able to administer, analyze and effectively interpret a variety of assessment instruments. Must be able to offer practical suggestions for addressing learning and behavior needs. Must be efficient in work habits, committed to confidentiality, make timely and accurate reports and committed to due process and documentation. Must have good counseling skills; expertise in group dynamics and creative problem solving; be an effective teacher of teachers and parents; have good organization skills and demonstrate high integrity and sensitivity in the performance of duty.

**Physical Demands:** Must have intellectual, physical, sensory and emotional abilities necessary for communication in person at the school and office setting, in the office and by telephone and for the appropriate administration of test instruments. Must have good writing and speaking abilities; good memory; be able to compute and interpret test data accurately. Must be emotionally mature, able to appropriately handle stress, available to occasionally work unusual hours and provide own transportation during performance of duty.

**Essential Job Functions:** The school psychologist is responsible for providing and/or coordinating the provision of psychological test services for certification of disabilities and/or exceptionalities for students referred for possible special education placement. Other job functions include:

1. To administer and/or coordinate the administration of psychological test batteries for children referred to special education including appropriate documentation of due process and filing of timely, accurate reports of same.
2. Assist parents and teachers in interpreting test results and translating same into practical learning and behavior problems.
3. Provide staff development as needed with regard to assessment behavior, child development, confidentiality rights and procedures and due process as it relates to special education.
4. Assist appropriate staff and parents in reviewing, understanding and appropriately applying assessment reports received from other system or agencies.
5. Participate in IEP team meetings as assigned.
6. Serve as a liaison when assigned between the school system and other social service, advocacy or private agencies and/or examiners.
7. Serve as staff advisor regarding psychological/mental health issues.
8. Assist with promotion of good staff morale and goals of the system.

**Staff Relationship:** Reports directly to the Associate Director of Instruction and Professional Development.

**Terms of Employment:** Teacher scale for salary and benefits. Exempt.