



Little Rock School District

JOB DESCRIPTION

Position Title: Psychological Specialist (Psych Examiner) - Special Programs

Prepared Date: 1/14/2022

JOB GOAL:

The implementation of programming for students with disabilities and other aspects of the Special Education Department.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month contract (190 days), Pay 802 Grade 22, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Master's degree in Education – School Psychology.
2. Five (5) or more years of successful experience in an urban school setting or comparable setting working with children preferred.
3. Valid Arkansas teaching license in School Psychology or Educational Examiner. School Psychology Specialist license preferred.
4. Strong interpersonal skills.
5. Evidence of strong organizational and efficient time management skills.
6. Evidence of strong verbal and written communication skills. Bilingual skills, particularly in Spanish preferred.
7. Working knowledge of computers, word processing and data analysis.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Conduct psycho-educational assessment of students through the administration of intellectual, academic, language measures and behavioral rating scales to determine eligibility for special services.
2. Analyzes assessment results and prepares a comprehensive written report for each child assessed. Presents and interprets psycho-educational reports to members of the Educational Management Team with appropriate programming and placement recommendations.
3. Participates as a member of the School Based Intervention Team to review evidence based research intervention data, progress monitoring of interventions and makes appropriate recommendations linking the assessment of data to intervention techniques in the learning process.



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4. Consults with parents, teachers, administration and support personnel in areas relating to the intellectual, academic, behavior, and emotional well-being of students.
5. Writes Behavioral Intervention Plans and Analysis of Functional Assessment of Behavior in conjunction with other pertinent team members (Special education staff and parents) and conducts Manifestation Determination Reviews.
6. Assumes the responsibility of continued personal and professional growth by keeping current with research findings and professional literature; utilizes improved techniques in the area of school psychology and participates in appropriate professional development meetings.
7. Develops and maintains rapport and effective relationships with children and adults contacted in the course of work by using courtesy, diplomacy, collaboration, cooperation, support and professional conduct.
8. Manages oneself (is organized, prepared, and punctual, manages resources, meets deadlines, follows through on commitments; demonstrates appropriate physical appearance relative to job and environmental expectations).
9. Complies with district procedures and state and federal regulations.
10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.