

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: **School Psychologist**

QUALIFICATIONS: 1/ Must hold acceptable NJ certification as a School Psychologist; 2/ Must possess strong communication; managerial and leadership skills; 3/ Demonstrated knowledge of the laws and legal requirements surrounding the responsibilities; 4/ Demonstrated ability to function effectively in a diverse school community; 5/ Demonstrated aptitude or competence for assigned responsibilities; 6/ Ability to effectively motivate and evaluate student intellectual; social and emotional performance; 7/ Ability to work as part of a highly functioning administrative team; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Building Principal and Director of Pupil Services.

Job Goal: The School Psychologist provides an understanding of the student in terms of intellectual functioning and personality dynamics, and contributes to the promotion of good mental health practices which affect the students in school, family and community.

PERFORMANCE RESPONSIBILITIES:

1. Provides individual and group counseling relative to the student's personal adjustment and emotional health; 2. Assesses the educational and psychological strengths and needs of the individual children in the cases assigned; 3. Consults with administration and staff regarding the development of appropriate programs for the prevention and early discovery of learning problems and the utilization of approaches and materials which assist children to learn more effectively; 4. Consults with school administration concerning management and personnel policies related to mental health; 5. Works with classroom teachers and special education teachers in the solution of management problems of children with learning or adjustment disabilities; 6. Prepares reports of psychological evaluation and educational plans consistent with the district policies and procedures; 7. As a member of the child study team, interprets the implications of intellectual and personality findings and participates in the educational planning for exceptional children; 8. Works cooperatively with other child study team personnel, teachers, counselors, speech therapists, nurses, physicians, supplemental teachers and staff to expedite referrals to other specialists and agencies when appropriate; 9. Works cooperatively with parents/guardians to expedite referrals within and outside the district. 10. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing; 11. Participates in solving classroom and school problems and seeks resolutions through appropriate channels; 12. Functions as an integral part of the Child Study Team; 13. Establishes and maintains relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall school objectives and programs, 14. Other duties as assigned or required by the demands of the position.

Terms: 10 month, salary and benefits as per the MEA agreement.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Revised 2006