

Job Title: SCHOOL PSYCHOLOGIST
Reports to: Chief Special Programs Officer, School Psychologist Coordinator
Dept./School: Special Education
Wage/Hour Status: Exempt
Date Revised: August 17, 2026

Primary Purpose

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred to special education services.

QUALIFICATIONS

Education/Certification

Master's degree in School Psychology from accredited college or university
Valid Texas License as a School Psychologist

Special Knowledge/Skills

Knowledge of procedures for assessing achievement and intellectual, emotional and behavioral functioning for educational purposes

Knowledge of prevention and intervention strategies, including behavior management interventions Knowledge of psycho-social development.

Excellent organizational, communication, and interpersonal skills

Experience

One year experience providing psychology services in an educational setting

MAJOR RESPONSIBILITIES AND DUTIES

Assessment

1. Select and administer assessments and observations to evaluate the intellectual, emotional and behavioral functioning of referred students. Determine student eligibility for special education services according to federal and state regulations.
2. Develop psychological evaluation reports and behavior management plans.
3. Conduct or participate in the Admission, Review and Dismissal (ARD Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
4. May serve as case manager and implement the special education assessment process for students on assigned campuses.

Consultation

5. Meet with parents to discuss pertinent background information and test results. May conduct psychology-related services.
6. Consult with teachers and relevant staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavior intervention plans in managing disruptive students.
7. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.
8. Present staff development training in assigned schools to enable personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.

Program Management

9. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
10. Participate in the selection of assessment materials and equipment.
11. Compile, maintain, and file all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.

12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.

Other

13. Follow district safety protocols and emergency procedures.
14. Other duties as assigned.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factor:

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (less than 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under pressure

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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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____