



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: School Psychologist (Licensed)**

**QUALIFICATIONS:**    **1. Specialist Degree or higher**  
                              **2. Florida License in School Psychology**

**PHYSICAL REQUIREMENTS: Light**

- Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**REPORTS TO: As assigned by Bay District Organizational Structure.**

**SUPERVISES: As assigned by Bay District Organizational Structure.**

**PERFORMANCE RESPONSIBILITIES:**

1. Assisting administrators and teachers to understand the School Student Services Program.
2. Arranging for school-level staffing of students referred for appropriate programs including presiding at and keeping records of the meetings.
3. Assisting teachers in the development of intervention strategies for MTSS, ESE, and Section 504.
4. Assisting in conferring with parents, teachers, schools, staff specialists, and agencies regarding students.
5. Assisting in program/intervention fidelity evaluation.
6. Participating in all Case Review Meetings.
7. Assisting with Tier III parent meetings.
8. Attending MTSS Leadership Team meetings and grade level/content area meetings.
9. Coordinating the acquisition and distribution of specialized materials and assisting teachers with evaluating and selecting teaching materials for students having difficulty.
10. Providing inservice training for school personnel regarding psychological services.
11. Submitting written reports and/or checklists on each child served, coordinating information for other disciplines such as medical, speech, etc.
12. Keeping abreast of significant developments in the area of School Psychology and adapting them for improvement of local programs.
13. Administering and scoring proper evaluations as requested by the MTSS Problem Solving Team and/or parent.
14. Receiving and processing all requests from schools for student evaluations.
15. Counseling students individually and in groups to assist students to achieve personal, social and emotional adjustment.
16. Conducting observations of students as part of the MTSS problem solving process.
17. Performing other applicable duties as assigned by the Director of Student Services.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
1. Ten (10) months. Pay grade as established by the School Board in Current Salary Schedule 5.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

*Shirley Baker*

Reviewed by Dept. of Human Resources

MAY 08 2018  
HUMAN RESOURCES

Adopted by Bay District School Board