



**Job Title:** School Psychologist

**Department:** Exceptional Student Support Services

**Reports To:** Lead Elementary or Secondary Psychologist

**Grade:** Teachers' Salary Schedule + Psychologist Stipend

**Number of Days:** Teachers' Schedule + 5 days

**Security Access:** School site

**Overtime Status:** Exempt

**Last Revised Date:** August 20, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The school psychologist performs many tasks to include serving as the qualified examiner, serving as the district official in meeting IDEA policies and meeting the district's obligation of Child Find. The school psychologist administers individualized comprehensive assessments and provides interpretation for all disability categories as determined by OSDE policies and procedures. The school psychologist will ensure students reach their academic, social, emotional and physical potentials either through direct

assessment or therapy with the student(s) or indirect interventions when working with teachers and parents.

**Minimum Qualifications:**

- Master's degree
- Current Oklahoma teaching certification or national certification in school psychology
- Valid driver's license and reliable transportation

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- An LEA representative, has an obligation of "Child Find" in identifying children with disabilities in need of special education services
- Utilize district guidelines, when reviewing assessment data from an outside agency or school district
- Provide consultation to colleagues and at School Psychology Case Review in the component area of Psychological, Social and Emotional
- Assure that before the consent for assessment process is initiated, the Child Study Team has implemented targeted interventions with a response to intervention
- Guide child study team through the individual evaluation process by providing input into what evaluations needs to be a part of the testing when the team determines testing is necessary.
- Complete components of a comprehensive assessment as required by district policies in a professional manner and by established timelines
- Serve as the qualified examiner on the multidisciplinary evaluation and eligibility Group Summary (MEEGS) Team and explains the assessment, disability criteria and qualifications when needed
- Prepare and process special education eligibility component of the (MEEGS)
- Provide intervention strategies, consultation services or direct or group counseling for children on IEP's to ensure students reach their academic, social, emotional and physical potentials. Submits weekly calendar/schedule per established procedures
- Attend district, departmental and staff meetings when required
- Assist with in-service training of school personnel when requested
- Complete appropriate paperwork, reports including Medicaid billing
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to engage successfully with children
- Effective oral and written communication skills
- Ability to multi-task and complete tasks within determined timelines
- Ability to translate established department and district goals into everyday work activities
- Ability to consistently implement district special education policies and procedures

- Ability to maintain confidential information consistent with the state department of special education office norms
- Ability to utilize computers efficiently and learn varied assessment specific programs
- Ability to follow standardization requirements of individualized assessments
- Ability to follow directions and guidelines as presented by the lead school psychologist
- Ability to travel from site-to-site and carry professional materials
- Ability to lift and move a minimum of ten pounds from vehicle to specified work area at each site

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular school environment

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*