Belton Independent School District
Job Description

Job Title:	Licensed Specialist in School Psychology Educational Diagnostician	**FLSA Status:**	Nonexempt, 197 days
Reports to:	Executive Director of Special Programs	**Pay Grade:**	AD-3
Dept./School:	Special Education	**Date Revised:**	July 2022

Primary Purpose:

Licensed Specialist in School Psychology and Diagnostician
To implement the special education assessment process. To assess the educational and program needs of students referred for special education services. To provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

Licensed Specialist in School Psychology Only
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 for Diagnosticians:
Valid Texas educational diagnostician certificate (Diagnostician)
Valid Texas Driver's License

Education/Certification for Licensed Specialist in School Psychology:
Master's degree or Specialist degree in psychology from accredited college or university
Valid Texas license as a licensed specialist in school psychology (LSSP) or Trainee Status Letter issued by the Texas State Board of Examiners of Psychologists
Valid Texas Driver's License

Special Knowledge/Skills:
Knowledge of diagnostic procedures, education of special education students, human development, and learning theories
Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
Ability to interpret data
Knowledge of prevention and intervention strategies, including behavior management interventions
Knowledge of psycho-social development
Excellent organizational, communication, and interpersonal skills
Excellent communication and problem solving skills

Experience for Diagnostician:
Two years teaching experience

Experience for LSSP:
One year experience providing psychology services in an educational setting (preferred)

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. Score and interpret test data.

3. Compile and coordinate paperwork for special education personnel for purposes of further evaluations in area of speech, psychological evaluations, and related services.

4. Organize data collected during the appraisal process and complete a written Full Individual Evaluation report.

5. Review data to ascertain whether additional assessment is needed at the three-year anniversary of special education services.

6. 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.

Consultation

7. Interpret special education eligibility criteria to school personnel and parents. Interpret individual assessments and reports to principals, teachers, parents, and support staff.

8. Meet with parents to discuss pertinent background information and test results.

9. Consult with teachers and relevant staff concerning the interpretation of assessment data.

10. 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.

11. Collaborate with other agencies involved in working with the disabled students.

Program Management

12. Recommend appropriate programs and special education services for eligible students.

13. Schedule and conduct admission, review, and dismissal committee meetings within designated timelines to determine initial eligibility and services.

14. Utilize established software systems and approved forms for the completion of paperwork.

15. Provide input into the selection of assessment materials and equipment.

Compliance

16. Assist in ensuring special education placements, services, etc. are appropriate and in compliance with state and federal guidance for optimal student progress and success.

17. Compile, maintain, and file all reports, records, and other documents required, including case records, test results, statistical data, and test inventories as determined by local, state and federal regulations.

18. 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.

19. Meet all established timelines for establishing eligibility and completion of ARDS as determined by local, state and federal guidelines.

Other

20. Present staff development training in assigned schools to enable school personnel to identify and work more effectively with students.

21. Perform other duties as assigned.

22. Maintain confidentiality of student information, records, and personnel information.

LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY ONLY

23. Develop psychological evaluation reports and behavior management plans.

24. Conduct or participate in Manifestation Determination Review meetings for students with emotional disturbance. Be able for consultation as needed.

25. Provide clinical supervision to intern or trainee as assigned on an as needed basis.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: July 2022
Prepared By: Belton ISD Human Resources Department