

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Certified School Psychologist Ph.D.

### **QUALIFICATIONS:**

#### **Education/Certification:**

1. Ph.D./Psy.D. completed by an accredited college/university
2. Licensed Clinical Psychologist to the Nationally Certified School Psychologist designation
3. Maine Department of Education endorsement 093

**REPORTS TO:** Director of Instructional Support

**JOB GOAL:** To provide Psycho-educational Evaluations to the Cape Elizabeth School Department with added emphasis on serving as a resources and consultant to support general education and Instructional Support staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Complete multi-disciplinary, comprehensive assessments of students in primary, middle and secondary school which include, but are not limited to: cognitive, achievement, behavioral, personality, visual motor, memory, adaptive and observational assessments.
2. Presentation of results in written and oral format to parents, teachers, students and school administrators.
3. Consultation with teachers and parents.
4. Implementation of behavior management programs, as well as completing functional behavioral assessments of students, as well as risk assessments of students on an emergency basis.
5. Identification of students presenting with executive functioning disorders.
6. Identification of students presenting with characteristics associated with Attention Deficit/Hyperactivity Disorder.
7. Conduct workshop/presentations on assessment tools used by evaluators.
8. Member of Pre-Referral and Day-Treatment Team Meetings, with emphasis on keeping track of appropriate paperwork appointed by the Director of Instructional Support.

**Job Description**  
**Certified School Psychologist Ph.D.** (continued)

9. Provide DSM IV (Diagnostic and Statistical Manual of Mental Disorders) diagnoses for disability identification and for the IC-9 form for Day Treatment.
10. Provide Psychological Services as a related service to students in special education, as well as part of the Pre-Referral process.

**TERMS OF EMPLOYMENT:**

Salary, Benefits and work year in accordance with recommendations established by the Superintendent of Schools.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. Director of Instruction Support will do evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: April 10, 2007