Sparta Area School District

Article 230 – Specifications for School Psychologist

School Psychologists shall be employed under the auspices of a legal contract approved by the Board of Education. As members of the Sparta Education Association, their compensation shall be granted as provided in the Teacher Compensation Plan.

School Psychologists shall be responsible for conducting tests and evaluating the needs and educational programs of referred students; plans and assists in the implementation of programs to enable students to attain appropriate achievement and placement; consults with teachers, parents, and administrators regarding such needs and/or issues.

The School Psychologist shall be certified by the Wisconsin Department of Public Instruction for the position.

The School Psychologist is under the direct supervision of the Director of Pupil Services.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain and respect confidentiality of student and school personnel information, while maintaining the safety and welfare for all students and staff members
2. Provide diagnostic services in the area of intelligence, personality, sensory motor, achievement and adaptive behavior to students with possible and identified special need and provide timely and thorough reports to parents.
3. Dress professionally for their assigned duties
4. Follow federal, state, and local laws, regulations, and policies regarding children’s educational welfare
5. Report any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse
6. Assess psychological and educational needs of referred students from birth to 21, and consult with appropriate professional persons regarding implications and results
7. Participate in eligibility meetings and IEP meetings where they may serve as case managers and help interpret data for decision making, and STAT meetings at various schools as needed
8. Collaborate/consult with individual teachers/teams regarding learning or behavioral concerns about students. Assist the teacher/team in establishing behavior management programs and/or classroom modifications to accommodate the learning needs of students.
9. Consult and/or counsel with students, school staff, administration and parents regarding academic and/or personal/social needs; provide information regarding community services available to students; make appropriate referrals to outside agencies as necessary
10. Prepare and conduct assessment reports and other administrative documents that include data and provide practical recommendations as necessary
11. Maintain accurate records of all psychological services provided
12. Uses available technology resources to enhance school programs.
13. Respond to crisis interventions in tandem with District crisis response team
14. Assist in interpretation of criteria for determination of eligibility for Special Education programming
15. Assume responsibility for professional growth and keep information, materials, supplies, and skills up to date; attend workshops/seminars/professional meetings to remain informed of new developments and literature in school psychology
16. Interprets and upholds School Board policy and special education procedures
17. Participate in District Child Find activities, for example, Child Development Days and testing duties at area private schools
18. Serve as an advocate for children
19. Perform other duties as assigned by the Director of Pupil Services

Legal Reference: Wisconsin Statute 118.21 Teacher Contracts

Cross Reference: Policy Series 340 – Certified Employees

Approved: September 26, 2006

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