



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

- I Title:** School Psychologist
- II Qualifications:**
- A. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
  - B. Minimum experience as determined by the board
  - C. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
  - D. Strong interpersonal and communication skills
  - E. Required criminal history check and proof of U.S. citizenship or resident alien status
- III Primary Function:** To enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.
- IV Reports to:** Supervisor of Special Education
- V Major Duties and Responsibilities:**
- A. Participates in the evaluation, classification, and placement of all pupils with special needs.
  - B. Administers, scores, and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social, and behavioral characteristics of those students referred.
  - C. Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
  - D. Serves as a case manager as assigned and maintains appropriate case records.
  - E. Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
  - F. Assists in the development and delivery of inservice programs and parent seminars.

SCHOOL PSYCHOLOGIST

- G. Keeps the staff and community informed of the schools' psychological services.
  - H. Maintains professional competence through continuing education and other professional growth activities.
  - I. Observes pupils in classrooms and other school settings.
  - J. Serves as a consultant to parents, school personnel, and community groups on child development and mental health topics.
  - K. Cooperates with personnel of community health and social welfare agencies.
  - L. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
  - M. Performs other related duties as may be assigned by the superintendent or student personnel services director.
- VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.