



Longview Independent School District

JOB DESCRIPTION

LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY

JOB TITLE:	Licensed Specialist in School Psychology	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Special Education	TERMS:	197 Days (Part-Time – 20 Hours Per Week)
DEPARTMENT:	Special Education	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

The Licensed Specialist in School Psychology (LSSP)* provides psychological, consultative, assessment, and counseling services to students, parents, and professional staff, and provides supervision for LSSP intern or trainee practicum student.

DISTINGUISHED CHARACTERISTICS:

This is the full proficiency level of the professional LSSP series. The Licensed Specialist in School Psychology is assigned as an itinerate to multiple locations and exercises supervision over LSSP intern or trainee practicum student. At this level, responsibilities are more complex and involve a wider scope.

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree in Psychology, or closely related field
Licensure by the Texas State Board of Examiners of Psychologists (TSBEP)

Special Knowledge and Skills:

- Thorough knowledge of practices and procedures for psychological and intellectual measurement
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills



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QUALIFICATIONS: (continued)

Minimum Experience:

Considerable experience in psychological services or related field, preferably in a school district

Or, any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

MAJOR RESPONSIBILITIES AND DUTIES:

Assessment

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations
2. Score and interpret test data
3. Develop psychological evaluation reports and behavior management plans
4. 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
5. May serve as case manager and implement the special education evaluation process for assigned students

Consultation

6. Conduct group and/or individual counseling for students with diagnosed problems
7. Serve as consultant on mental health topics for school personnel
8. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students
9. Provide staff development training to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances
10. Meet with parents to discuss pertinent background information and test results



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Consultation (continued)

11. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data
12. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed

Program Management

13. Develop and maintain effective individual and group relationships with students and parents
14. May provide clinical supervision to LSSP practicum student, intern, or trainee **
15. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings
16. Assist in the selection of assessment materials and equipment
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories
18. Comply with policies established by federal and state law, State Board of Education rule (TSBEP), and local board policy in the areas of psychological services, assessment, placement, and planning for special education services
19. Comply with all district and local campus routines and regulations
20. Participate in professional development activities to improve skills related to job assignment

Communication

21. Maintain a positive and effective relationship with district personnel
22. Effectively communicate with colleagues, students, parents, and outside resource people



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

23. Comply with district policies, as well as state and federal laws and regulations
24. Adhere to the district's safety policies and procedures
25. Maintain confidentiality in the conduct of district business
26. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
27. Demonstrate regular and prompt attendance
28. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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**Note: The correct title for the person holding the Licensed Specialist in School Psychology is Licensed Specialist in School Psychology or LSSP. Only individuals who meet the requirements of Chapter 22 Texas Administrative Code §467.2 may refer to themselves as school psychologists (i.e., hold a doctorate in area of specialization).*

***Note: and LSSP must have a minimum of three years of experience providing psychological services in the public school to provide supervision of an intern or trainee.*

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017