

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

|                      |                               |                          |           |
|----------------------|-------------------------------|--------------------------|-----------|
| <b>Job Title:</b>    | School Psychologist           | <b>Wage/Hour Status:</b> | Exempt    |
| <b>Reports To:</b>   | Director of Special Education | <b>Pay Range:</b>        | 840       |
| <b>Dept./School:</b> | Special Education             | <b>Date Revised:</b>     | 6/20/2023 |

---

**Primary Purpose:**

Responsible for the evaluation of students with emotional, social, and/or behavioral concerns, including assisting in the evaluations for suspected Autism for the special education department.

**Qualifications:**

**Education/Certification:**

Master's Degree

Licensure by the Texas State Board of Examiners of Psychologists as a Licensed Specialist in School Psychology

**Special Knowledge/Skills:**

Excellent oral and written communication skill

Knowledge of best practices for evaluation and consultation and research based intervention strategies/models

**Experience:**

Prior clinical or educational experience (preferred)

**Major Responsibilities and Duties:**

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Facilitate case management of evaluations through involvement with campus intervention and/or evaluation team meetings, consultation with parents and teachers, observations, and behavior management plans

Evaluate the intellectual, emotional, behavioral, and/or adaptive behavior functioning of referred students

Determine and utilize appropriate tests for evaluations, score and interpret test data, write psychological evaluation reports, and behavior management plans

Participate as member of local Admission, Review, and Dismissal committee as needed and when appropriate

Be available for consultations regarding program/service effectiveness

**Job Title:** - School Psychologist

Make recommendations for Special Education eligibility of students for special education programs on the basis of serious emotional disturbance and /or other disabilities

Take initiative to develop professional skills appropriate to job assignments

Demonstrate behavior that is professional, ethical, moral, and responsible

Consult with school staff and parents regarding children with social, emotional, and/or behavioral problems as well as cognitive impairments

Meet with parents to discuss pertinent background information as well as evaluation results

Consult with parents, teachers, principals, special education staff, and community agencies concerning intellectual, emotional, social, and behavioral functioning of referred students when necessary

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor(s)

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular Hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

---

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 6/20/2023

-

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:**

**Date:**