



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

POSITION: SCHOOL PSYCHOLOGIST, EI/ECSE or K-12
POSITION LOCATION: Washington, Columbia, Clatsop, Tillamook Counties
DEPARTMENT: SPECIAL STUDENT SERVICES: Behavior Programs
REPORTS TO: Coordinator of Mental Health Services
SUPERVISES: None
FSLA STATUS: Exempt
SALARY: Per negotiated contract

GENERAL DESCRIPTION:

To provide consultation, assessment and intervention services to families, staff and children with disabilities.

QUALIFICATIONS: Knowledge, Skills and Abilities Required:

1. Masters degree or higher.
2. Oregon Personnel Service License with School Psychologist endorsement.
3. Minimum of two years school psychologist experience (any level) preferred.
4. Thorough understanding of special education law and procedures.
5. Such alternatives to the above, as the ESD finds appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Participate in screening and/or the development of pre-referral interventions to determine response to intervention and whether further evaluation is needed.
2. Function as a team member in the evaluation process.
3. Assess referred children utilizing a broad range of assessment instruments and techniques.
4. Assist with the development and implementation of Individual Family Service Plans and/or Individual Education Plans.
5. Consult with parents, teachers and other educational personnel to help them understand child development and how it affects learning and behavior.
6. Provide consultation on the special education needs of children.
7. Provide individual, group or consultative services for referred children whose diagnosed needs would be addressed through behavioral interventions.
8. Prepare and submit required documentation on children with disabilities.
9. Cooperate with and develop collaborative relationships with personnel of mental health, community health, and other state and local agencies serving and supporting children with special needs. Prepare forms as requested by outside agencies.
10. As agreed upon, attend staff, professional and interagency meetings.
11. Assist in conducting in-service training of ESD and local school district personnel and community members.
12. Initiate and direct appropriate research which is approved in advance by the ESD.
13. Keep abreast of new developments in the field.

Clatsop Service Center

3194 Marine Drive
 Astoria, OR 97103
 503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
 St. Helens, OR 97051
 503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
 Tillamook, OR 97141
 503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
 Hillsboro, OR 97124
 503-614-1428 Fax: 503-614-1440



14. Initiate and direct a responsible route of travel; provide supervisor, team members and special education secretary with access to weekly schedule and complete report of contacts and mileage forms by designated timelines.
15. Maintain regular and consistent attendance and punctuality.
16. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
17. Perform other duties and responsibilities as assigned.

LANGUAGE SKILLS:

Ability to read and comprehend complex technical language. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to work collaboratively. Establish and maintain effective working relationships with co-workers.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is generally performed in small groups or one on one in a classroom setting.
- Travel to various sites may be required.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration

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reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

EQUAL OPPORTUNITY EMPLOYER

NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1482 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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