



Flour Bluff Independent School District Job Description

JOB TITLE: Licensed Specialist in School Psychology

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 196

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The Licensed Specialist in School Psychology (LSSP) performs professional psychological and psycho-educational assessment of students referred for possible disabilities with emphasis on approaches to learning tasks, behavioral strategies, and recommendation for academic and functional progress. The LSSP participates in the special education placement and review process and provide supportive services to special education teachers within the framework of the philosophy and goals established by Board policy and in accordance with statutes, standards or regulatory agencies, and administrative guidelines.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree in psychology from an accredited college or university.
- Valid Texas licenses as a licensed specialist in school psychology.

Preferred:

- One year experience providing psychological services in a public-school setting.
- Diagnostician certification per Texas Education Agency.

Special Knowledge and Skills:

- Effective communication and interpersonal skills.
- Excellent organizational skills.
- Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes.
- 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.
- Display proficient levels of technology applications.

MAJOR RESPONSIBILITIES AND DUTIES:

PROGRAM MANAGEMENT

ROLE 1:

1. Conducts full and individual evaluation of student referred for special education placement in an efficient and professional manner.
2. Select and administer assessments and observations to evaluate intellectual, emotional, and behavioral functions of referred students.
3. Score and interprets test data.
4. Develops psychological evaluation reports and contributes input and/or develops behavior intervention plans.
5. Provides psychological services to identified students within the scope of the LSSP license.
6. Maintains assigned caseload of eligible students and their special education eligibility folders.
7. Compiles, maintains, and files all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
8. Interprets results of individual assessments to school personnel and parents.
9. Submit claim reporting information as required for School Health and Related Services.
10. Adheres to proper channels when communicating about problems, ideas, etc.
11. Performs other duties as assigned by the Director of Special Education.

SCHOOL CLIMATE

ROLE 2:

12. Displays cooperativeness in working with administrators, teachers, and other school personnel.

13. Performs additional school related assignments in a positive and professional manner.
14. Exhibits punctuality and dependability in performing his or her job.
15. Exhibits maturity and emotional control.

SCHOOL IMPROVEMENT

ROLE 3:

16. Assess and respond to needs related to job responsibilities.
17. Participates as an effective team member who contributes to district, department, and content goals.

STUDENT MANAGEMENT

ROLE 4:

18. Schedules and conducts ARD/IEP and program review meetings in accordance with child-centered education proven guidelines.
19. Participates 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.

PROFESSIONAL GROWTH and DEVELOPMENT

ROLE 5:

20. Participates in staff development and professional growth activities.
21. Adheres to the Professional Ethical Standards in relationship to students, parents, peers, and school personnel.
22. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.
23. Provide supervision to LSSP Interns (if qualified).

SCHOOL/COMMUNITY RELATIONS

ROLE 6:

24. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
25. Consults with teachers, parents and community agencies concerning intervention strategies for students learning and behavior difficulties.
26. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals; standard instructional equipment.

Posture:

Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

Frequent districtwide travel.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.