

Livingston Parish Public Schools  
Job Description

**Title:** *School Psychologist/School Psychological Assistant*

**Qualifications:** As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746.

**Evaluator:** Supervisor/Director of Special Education and/or Assigned Supervisor

**Job Goal:** To enable students to derive educational experience from school by providing psychological services to students in need of such assistance.

**Performance Responsibilities:**

1. Explains and interprets school psychological services to parents, teachers, principals and other members of the parish school system.
2. Assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
3. Provides individual or group counseling in accordance with local, state and federal regulations.
4. Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin #1508.
5. Functions as evaluation coordinator for designed referred students.
6. Participates in special education eligibility determinations and IEP meetings.
7. Interprets assessment finds to parents, teachers, principals, other professional parish personnel and responsible practitioners outside the school.
8. Confers with parents, teachers, principals, the supervisor of special education and other parish professional staff whenever necessary on matters relative to assessment, behavior management, exceptional children, learning, child development and any other areas within the expertise of the school psychologist.
9. Provides or assists in the provision of in-service training of school personnel on such topics as: pupil appraisal, school psychological intervention techniques and other areas of responsibility or expertise.
10. Cooperates with personnel of community health and social service agencies in accordance with local, state and federal regulations.
11. Maintains accurate case records on all clients regarding their referrals, evaluation and other services provided by the psychologist in accordance with the requirements of local, state and federal laws, regulations and/or policies.
12. Provides a written report of any psychological evaluation or other services provided to clients.
13. Attends staff, professional and interagency meetings scheduled and/or approved.
14. Keeps abreast of new developments in the area of school psychology and keeps other appropriate school personnel informed of the same.
15. Completes Professional Growth Plan.
16. Performs other duties and assumes other responsibilities as assigned by the Supervisor/Director of Special Education and/or the assigned supervisor.

**Terms of Employment:** 202 Day Year.  
**Salary Schedule:** See Salary Schedule as established by the LPPS Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.