

Job Description

Position: Contracted School Psychologist-Part Time
Reports to: Supervisor of Academic Progress



General Description: To provide a full range of services, including special education evaluations, social skills and behavioral training and supports with students, counseling services, parent and teacher consultation, and data analysis; functions as a member of the multidisciplinary team to determine the student's eligibility for special services, appropriate programming, and on-going progress; effectively serves as a liaison between students, parents, teachers and school personnel.

Primary Responsibilities

- Understands, accepts, and abides by the Saginaw Covenant Academy philosophy and mission statement in all his/her school activities
- Identifies and assesses learning, development, and adjustment characteristics and needs of individuals and groups, as well as, the environmental factors that affect learning and adjustment
- Uses assessment data about the student and his/her environment(s) in developing appropriate interventions and programs
- Provides interventions to students to support the teaching process and to maximize learning and adjustment
- Assists in the planning, development, and evaluation of programs to meet identified learning and adjustment needs
- Provides consultation to parents, teachers, other school personnel, and community agencies to enhance the learning and adjustment of students
- Delivers a planned and coordinated program of psychological services
- Applies ethics and standards of professional practice in the delivery of school psychological services and observes relevant laws and policies that govern practice
- Participates in professional organizations and continually seeks to improve professional knowledge and skill
- Communicates effectively with students, parents, and school staff.
- Provide counseling, instruction, and mentoring for those struggling with social, emotional, and behavioral problems
- Increase achievement by assessing barriers to learning and determining the best instructional strategies to improve learning
- Promote wellness and resilience by reinforcing communication and social skills, problem solving, anger management, self-regulation, self-determination, and optimism
- Enhance understanding and acceptance of diverse cultures and backgrounds
- Make referrals and help coordinate community support services
- Coordinate and facilitate staff meetings for district special education staff
- Assist with the design and development of the district's staff development program
- Direct the implementation of State and Federal legislation related to special education and ensure compliance

- Direct and monitor the Individual Education Plan (IEP) and 504 processes
- Collect and analyze data related to school improvement, student outcomes, and accountability requirements
- Implement school-wide prevention programs that help maintain positive school climate conducive to learning
- Help students transition to and from school and community learning environments, such as residential treatment or juvenile justice residential treatment programs
- Collect and analyze data related to school improvement, student outcomes, and accountability requirements
- Implement school-wide prevention programs that help maintain positive school climates conducive to learning
- Maintains confidentiality of all information for the purpose of the protection of students, staff, parents, and the district
- Compiles information from a variety of sources (e.g. teachers, nurse, probation officer, mental health agencies, other professionals, etc.) for the purpose of producing comprehensive evaluation report in compliance with established guidelines
- Uses only forms or reporting records approved and /or adopted by the Saginaw Covenant Academy
- Gathers, maintains, and submits, as directed, all information and forms related to the use of technology
- Prepares and presents educational workshops as appropriate for the purpose of presenting information, developing skills, and establishing effective relationships
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals and needs
- Exhibits punctuality
- Works in a professional and cooperative manner with others to achieve duties and responsibilities
- Follows the dress code as stated in the employee manual
- School activities — The School Psychologist is required to attend and/ or participate in such other activities as directed by the Administrator such as: faculty meetings (before or after school hours), open houses, commencement exercises, chaperone student activities, provide guidance for students, participate on faculty committees, study and help resolve school problems, and participate in the preparation of courses of study -- these activities demonstrate valuable support for the Saginaw Covenant Academy
- Acts in accordance to the directives and assignments given by the Administrator and the Superintendent
- Directs and coordinates other special projects and duties as assigned by the Curriculum Director
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Saginaw Covenant Academy manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Saginaw Covenant Academy serves

- Demonstrated knowledge of emotional, social, and psychological, and environmental problems and techniques applicable in their alleviation
- Ability to collect, analyze, and use data and research within a strategic planning and continuous improvement process
- Knowledge of requirements of state and federal mandates which directly relates to the evaluation and identification of special education students
- Extensive knowledge of individual and group testing techniques and interpretation
- An aptitude and working knowledge of computer courseware and hardware

Qualifications

- MA/MS degree in School Psychology or related field
- Valid Michigan School Psychologist Certificate
- Excellent oral and written communication skills
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Valid MI driver's license
- Satisfactory completion of criminal history check

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

Saginaw Covenant Academy is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

Saginaw Covenant Academy a year-round high school offering a traditional high school diploma to dropout students ages 16-22. Please submit resume, cover letter, and a copy of applicable licenses/certifications to the Gretchen LaHaie at glahaie@sovenantacademy.org. Please call 989-596-1100 for general questions or inquiries.