

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

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POSITION DESCRIPTION

JOB TITLE: School Psychologist

DEPARTMENT: Faculty

REPORTING TO: Head of School

DEPT. OF LABOR STATUS: Full Time, with Benefits; Non-Exempt

Requirements:

Master's degree in psychology, counseling, social work, or related field

Licensed as a School Psychologist

Minimum of (3) years in education preferred (public or private)

Above-average computer skills, particularly with Office/Google word processing and spreadsheet programs, database management, and financial management programs.

Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Hold current CPR/First Aid certificate

Duties and Responsibilities (Direct and Supervisory):

OVERVIEW:

Consult with school personnel and parents regarding planning, implementing and evaluating individual and group interventions as a member of the building-based Student Support Team in providing services to students.

- I. Interview parents, teachers and others to gather relevant data regarding student performance and provide individual counseling sessions weekly, bi-weekly, monthly to identified families.
- II. Integrate all elements of assessment data into a cohesive whole for the purpose of resolving initial referral question(s) and determining eligibility for special education.
- III. Working with the Guidance Counselor, communicate test results, conclusions and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate.
- IV. Provide mental health assessments, counseling, referrals, threat assessments, and intervention services. Consult and collaborate with mental health, medical, social services and other community providers, as appropriate.
- V. Develop service and safety plans for students as needed with support from Guidance Counselor, Dean of Students and Director of Curriculum

and Instruction.

- VI. Observe and support students and teachers in the classroom as directed by the Head of School, Director of Curriculum and Instruction, Dean of students and Guidance Counselor.
- VII. Provide group support through small group “lunch bunch” twice a month and Family training / group talks after school at least once a quarter.
- VIII. Report to school administration, as needed, about student progress and individual student goals.
- IX. Attend weekly faculty meetings.