

REGION 9 EDUCATION COOPERATIVE

SCHOOL PSYCHOLOGIST Job Description

POSITION TITLE: School Psychologist
REPORTS TO: Related Services Manager
Work Day: As needed
Contract Days: As needed for 2025/2026 School Year (22.5 hours/week)
Classification: Exempt
Salary Schedule: Ancillary Services
Duty Station: R9 Member Schools

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Proficient verbal communication skills and the ability to manage conflict in a civil, professional, and courteous manner are required.
6. The ability to demonstrate flexibility in the performance of various job functions is required.
7. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
8. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
9. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
10. Performs initial and ongoing evaluation with use of standardized tests, customized measures and/or observations to evaluate children in the areas of suspected disabilities in accordance with regulations and policies and procedures and consistent with professional licensing. This may include coordination of diagnostic evaluations with other related service staff.

School Psychologist 1.2025

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11. As determined by IEP/IFSP Committee plans and administers school psychological services and programs designed to support the student's identified educational goals.
12. Utilizes procedures consistent with IEP/IFSP, federal/state/district regulations and professional licensing.
13. In accordance with policies and procedures, obtains, integrates, and interprets evaluation information and progress to support educational goals as determined by the student's IEP/IFSP.
14. In a professional manner, provides information to the student, family, and personnel involved in the student's educational program concerning areas of educational support/need as identified by the IEP/IFSP and consistent with professional licensing.
15. In accordance with IEP/IFSP, refers and/or collaborates with outside agencies/professional personnel, to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.
16. In accordance with federal/state/district regulations, documents services to students as identified in the IEP/IFSP according to professional board standards and consistent with policies and procedures.
17. Demonstrates knowledge and compliance with all licensure specific professional standards of ethics and professional conduct.
18. Completes all record keeping and reporting documentation in a timely, comprehensive, and accurate manner.
19. Responsible for planning, conducting, and evaluating in-service training programs on school psychological therapy and related topics for staff, families, students and community, as requested by the supervisor.
20. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but establishes the main expectations.

QUALIFICATIONS

1. Must be licensed as a School Psychologist by the State of New Mexico Public Education Department and possess a license from the State of New Mexico Licensing and Regulation.
2. Three years of successful work experience in public schools is preferred.
3. Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
4. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.

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5. Must demonstrate strong interpersonal skills.
6. Must be willing to carry out assigned tasks and perform responsibilities.
7. Other qualifications determined necessary by the REC9 Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. In the educational setting, school psychological therapy is a related service in which the therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate program for children with disabilities and their families.
2. A school psychological therapist utilizes professional training to evaluate and apply evidence-based practices to support educational programming designed to provide the student with a free and appropriate education in accordance with federal/state/district regulations and policies and procedures.
3. The school psychologist will communicate clearly in giving and receiving oral/written instruction; will demonstrate adaptability in relations with co-workers; will exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families; demonstrate the ability to appropriately manage behavior and create an appropriate learning environment which will support students to attain their educational goals.
4. The therapist will demonstrate professional behavior consistent with the professional code of ethics and REC9 policy and procedures.
5. Must be willing to travel/use your own vehicle for transportation.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **School Psychologist**.
I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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