



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Psychologist (12 month)  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: Teacher Salary Schedule  
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide comprehensive psychological services to public school students, school personnel, and parents in Polk County.

### Essential Functions of this Job

Consults and counsels with parents, students, outside agencies, and school personnel to include consultation with guidance committees in Child Study Team activities. Provides inservice education to school-based personnel, district office staff, and parent and community groups. Attends staffings and case conferences for discussion of results with referred students, parents, teachers, other school personnel, and related agencies. Performs professional duties in accordance with the ethics set forth by the National Association of School Psychologists and the Florida Association of School Psychologists. Carries out other necessary assignments as directed by the Superintendent of Schools or Assistant Superintendent for Instructional Services, and Director of Prevention Programs & Services. Serves as cooperative member of the Prevention Programs & Services staff in activities that are related to the total program in individual schools, the areas, and the district. Serves on Crisis Intervention Team as needed.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of consultation, psychological and psycho educational assessment, academic and behavioral interventions, counseling, measurement and research, and program planning/evaluation; effective oral and written communication; ability to make sound professional decisions. Bilingual/biliterate preferred.

Position Title: Psychologist (12 month)

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a minimum of a Master's Degree and Florida certification as a specialist in school psychology. One year's internship in accordance with the standards of the National Association of School Psychologists. Experience as a school psychologist desirable. Preference given to applicants holding a degree from an accredited school psychology training program.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Local Code: 10220  
EEO5: 41  
Approval Date: 2012-11-13  
Date Last Revised: 2015-01-06

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*