



University School
Jr. K-8 School Psychologist/Student Services Department Chair
Job Description, Duties, and Responsibilities
2021-2022

School Mission: University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

Job Description: Jr. K-8 School Psychologist/Student Services Department Chair will direct the ongoing planning and implementation of a robust range of student-focused social-emotional and academic services. He or she will oversee three areas that make up the Student Service Department: counseling; learning services; academic enrichment. With this understanding, the Department Chair will be well positioned to manage and lead systems for screening and conducting ongoing needs assessment for social emotional and academic issues.

Title: Jr. K-8 School Psychologist/Student Services Department Chair

Department: Shaker Faculty

Status: Full-Time

Reports to: Lower & Middle School Deans of Students

Date: January 2021

Major Duties and Responsibilities:

- Contributes to the development of a proactive campus-wide counseling, learning support, and enrichment program
- Serves as the community expert in the mental health and learning services, and enrichment fields
- Provides individual direct counseling of students in partnership with the School Counselor. The School Psychologist/Department Chair will be responsible for approximately thirty to forty percent of the student caseload (based on need), while the School Counselor will be responsible for the other sixty to seventy percent of students
- Maintains Student Services departmental budget
- Stays current with best practices of psychoeducational assessment, diagnosis, treatment, and accommodation of learning disabilities, and meeting the emotional and academic needs of high-achieving students and students with learning disabilities
- Consults with department members and administration as needed, to determine appropriate processes and techniques for supporting US students and families

- Observes students who have not responded to strategies implemented by counselors and/or learning specialists to determine next steps and/or if further evaluation is warranted as instructed by the Lower or Middle School Deans of Students
- Collaborates with the student services department and classroom teachers to develop plans to implement academic and social emotional accommodations in student Learning Plans
- Provides parents with referrals to outside providers for support services and/or psycho-educational assessments
- Serves as a member of the Lower and Middle School Learning Effectiveness Teams to discuss observation of students firstly and referrals to psycho-educational testing secondly
- Serves as the primary point of contact with families regarding high-level emotional concerns
- Occasionally provides family education on mental health topics
- Other appropriate duties as assigned by the Lower & Middle School Deans of Students, Division Directors, or Head of School

Requirements:

- Master's degree in school psychology or clinical psychology
- Current license as a mental health professional
- Five years of experience working in a school setting
- Prior supervisory experience

Experience and Commitment:

- Demonstrated success working with a child and adolescent population and knowledge of child and adolescent development
- Ability to maintain confidentiality of sensitive information
- Comfortable in a setting requiring flexibility and the ability to assume and assist in multiple roles
- Wide and varied experience in health, social service, legal, educational, and/or private practice organizations
- Willing to address the whole student: emotional, behavioral, environmental, academic, and social
- A deep knowledge of service providers and systems and the ability to help families navigate these