

## Job Opening Announcement & Job Description

### School Psychologist

**Supervisor:** Associate Director of Student Success and Learning and Director of Special Education

**Division:** Student Success and Learning  
**Location/Assignment:** Chelan, Douglas, Okanogan & Grant Counties

**Salary Range:** \$77,962.00 - \$90,414.00 (Level 1)  
\$82,434.00 - \$95,597.00 (Level 2)

**Conditions of work:** 191 days/8 hours per day  
*exempt position*

*Salary based on 191-day position, Salary range dependent upon experience and expertise.*

**Benefits:**

**Insurance benefits** - includes medical, dental, vision, life & LTD (if working more than 95 days)

[HCA/PEBB](#)

**Retirement** - Through Department of Retirement (DRS) - SERS plan

[Department of Retirement](#)

**Sick leave** - accrued at 8 hours per month

**Personal leave** - 2 days per year prorated based on hire date

[Additional Benefit Information](#)

#### GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the School Psychologist for multiple school districts within our ESD region. The School Psychologist provides a full range of school psychological services for ages 3-21 including screening and assessment; and designing remedial educational programs. Functions as a member and leader of the multidisciplinary team to determine a student's eligibility for special services; appropriate programming; and on-going progress. Implements all procedures to meet compliance standards as outlined in the WAC's in concert with ESD procedures and due process forms.

#### Qualifications

##### Required:

- Currently hold or qualify for Washington ESA school psychologist certificate
- Successful experience working in school psychology, counseling or related field
- Demonstrated knowledge of the current literature, issues and technical skills of the field of school psychology
- Working knowledge of Washington state and federal laws relating to students with disabilities
- Successful experience in an educational environment
- Knowledge and/or experience working with migrant/bilingual programs
- Demonstrated ability to produce high-quality and easily-understood written reports, letters and other professional correspondence
- Demonstrated effective communication and interpersonal skills, both orally and in writing
- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work
- Demonstrated organizational skills and commitment of follow through on tasks

##### Preferred:

- Master's degree in school psychology
- 5 years' experience working as a school psychologist
- Bilingual in English and Spanish

##### Skills, Knowledge, and/or Abilities:

- Ability to work independently under broad organizational guidelines to achieve objectives
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships

- Demonstrated excellent verbal and written communication skills
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days

**Timeline:**

Position opens: February 15, 2023

Position opened until filled with first screen after 12 pm on March 1, 2023

Screening & Interviews: As soon as possible

Position begins: August 2023

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Provide individual and group services to children and/or parents that emphasize improved educational performance and/or conduct.
- Screen and evaluate students suspected of having a disability including selecting appropriate instruments, administering tests, observations, and writing reports which state the evaluation findings and provide for educational program recommendations.
- Participate as a member of the multidisciplinary team and the individualized education program (IEP) committee contributing evaluation findings and collaborating on the child's educational plan.
- Provide collaborative consultation and documentation of results including assisting basic education staff with suggestions and implementation of pre-referral intervention strategies.
- Provide recommendations and modifications to assist basic education staff in working with special education students in the classroom setting.
- Consult with parents, teachers, and other appropriate staff regarding the child's program and any adaptations/materials needed to facilitate improved performance in the classroom or at home.
- Provide direct services through a variety of methods (e.g. classroom presentations, co-teaching in general education settings, in-services to staff/parents, etc.) as needed.
- Maintain appropriate data on students to document current levels of performance and other pertinent information. Re-evaluate, as appropriate, to determine the extent of progress and effectiveness of therapy.
- Serve as a liaison between the local school district(s) and NCESD.
- Establish and monitor the necessary caseloads, procedures, and resources to manage school psychologist services to students/staff, and work cooperatively to accomplish the goals of the IEP.
- Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education programs. Participate in activities that promote professional development, and use clinical/educational research to enhance therapy services.

**Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Associate Director of Student Success and Learning, Assistant Superintendent or Superintendent.

**Physical Demands**

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

**All completed packets must be submitted on-line and include:**

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)