



Position: School Psychologist, K-12
Employment Type: 25 hours, part time/flexible
Reports to: Special Education Director
Date of Last Revision: March 2019

Position Summary:

MOT is a small school on a mission to provide a 21st century education to all students. As a School Psychologist, you will support students to explore their intellectual, social, emotional and physical development. The School Psychologist will evaluate students and participate in meetings as a resource to determine educational programs. You will be a part of a school culture that focuses on student learning by being a leader in advocating for and identifying the needs of exceptional children. The School Psychologist will ensure the implementation of the policies and procedures of the school and the Special Education Regulations and Delaware's Administrative Code.

Performance Responsibilities:

- Conduct psycho-educational evaluations as expected by the federal, state and local regulations.
- Collect, review and organize relevant assessment data from student's educational records, classroom teacher(s), principal, support staff, and parents.
- Attend evaluation/IEP meetings and provide all paperwork related to the evaluation process. Be responsive to student's needs, respectful and inclusive of the parents and their concerns, and in compliance with State of Delaware regulations
- Help staff develop student's Individual Education Plans (IEP).
- Maintain updated student evaluation paperwork in audit files and any related documentation you may have to be in compliance with state requirements.
- Effectively support instruction by working together with the special and regular education teachers and sharing information and insight about student needs as needed.
- Serve as an essential and active member of the Instructional Support Team.
- Use accepted data sources, classroom observation, and input from parents, teachers, and associated school professionals for individual student evaluations.
- Serve as facilitator of Manifestation Determination IEP meetings if needed.
- Maintain communication logs with families.
- Use technology effectively for administrative tasks, and communications.
- Act in accordance with the highest professional and ethical principles.
- Adhere to all student and personnel school policies as outlined in the MOT Charter Family Handbook and the Employee Handbook.
- Attend and actively participate in faculty meetings as needed.
- Identify and participate in professional development opportunities.
- Display superior written and oral communications skills, ability to work on multiple projects and respond to requests and deadlines.
- Make sound decisions within the parameters of authority and be courteous, professional and tactful at all times.
- Share a commitment to the success of the mission, goals, and objectives of the MOT Charter School.
- Travel to campus buildings and professional meetings/trainings as required.

Required Education/Skills:

Must be eligible for State of Delaware Certification as a School Psychologist.

Thorough knowledge of IDEA, 504 and the IEP process.

Knowledge and ability to determine and interpret appropriate testing materials.

Knowledge on appropriate behavioral measures to use and monitor with students through the data collection process.

Knowledge of conducting Functional Behavior Assessments and developing Behavior Intervention Plans.

Criminal background check, Tuberculin Testing and Health Verification.

Please email resume and references to HR.Administrator@mot.k12.de.us or send to MOT Charter School, 1156 Levels Road, Middletown, DE 19709, attention Human Resources. Please also send a copy to Jenna Camponelli, Special Education Director at jenna.camponelli@mot.k12.de.us

Disclaimer: This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non listed duties of similar kind or level of difficulty.

Employee Signature

Date