

Position Title: Middle School Educational Psychologist

Position Status: Regular full-time, 10 months

FLSA Classification: Exempt

Reports To: Director of Educational and Counseling Services

Position Purpose: The Middle School Educational Psychologist is responsible for the academic, social, and emotional well-being of middle school students. This position is directly involved in (1) advising students, parents, and teachers on educational accommodations and policies and mental health/wellness concerns; (2) referring families to professionals outside of school when appropriate; and (3) staying current with best practices in the field, carrying out additional research when needed.

Essential Functions

- Assesses the learning, social, and emotional needs of students.
- Develops, supports, and implements therapeutic and behavior management programs.
- Meets with classroom teachers, advisors, and Deans to discuss students; coordinates information with professionals outside school; collaborates with families to secure needed services for students; and communicates goals and expectations with everyone involved.
- Advises, educates, and supports teachers, parents, and other education professionals.
- Counsels and meets with parents about issues of concern. Plans special groups and programs around specific needs that arise. Shares responsibility in planning and implementing regularly scheduled educational programs for parents.
- Shares responsibility in designing, planning, and implementing courses and programs on various topics for parents, teachers, and others involved with the education of children and young people.
- Serves as a member of the Middle School administration and attends all meetings and events required of that role including during evenings and weekends when needed.
- Attends Middle School Deans Meeting and Middle School divisional meetings.
- Consults about and observes students at the request of teachers, division head, or parents.
- Leads individual and small group work with students as needed.
- Leads and documents student support process as necessary.
- Manages and receives student support referrals, dispenses copies, and monitors progress toward established goals
- Maintains student records of psycho-educational evaluations in a confidential and HIPAA-compliant manner.
- Appropriately shares relevant information from psycho-educational reports in a confidential manner to necessary teachers and administrators.
- Creates and maintains official accommodations plans for students from psycho-educational reports.

- Attends student conferences as needed or invited by division head.
- Liaises with outside professionals consistently.
- Builds and maintains positive and professional relationships with students, parents, faculty, and staff.
- Responds to all communications from parents, students, teachers, and administrators in a timely manner, usually within 24 business hours even when not in school.
- Is on-call during off-school hours for crises as determined by the Head of School, division heads, or supervisor.
- Maintains presence in the building 7:45 am to 4:00 pm on all school days; may need to come in earlier or stay later as requested.

Qualifications

- California state certification (or eligible) in School or Educational Psychology
- Doctoral-level degree in clinical, educational, or school psychology
- A minimum of five years' experience in a school environment
- Well-rounded knowledge of most recent research on childhood education
- Excellent verbal and written communications skills
- Demonstrated leadership and facilitative skills

Physical Requirements and Work Environment

- Work in a dynamic environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for limited periods of time.
- May work long hours for extended periods of time.
- Generally works in standard office conditions and climate.
- Occasionally lifts up to 30 pounds.
- Must maintain confidential records.

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