



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**February 20, 2018**

**POSITION: SCHOOL PSYCHOLOGIST**

**\$5,000 signing bonus for full-time position with two-year commitment**

**\$2,500 signing bonus for full-time position, \$1,250 for part-time position with a one-year commitment**

**LOCATION: Central Office – Student Services**

**JOB SUMMARY:** The school psychologist will use his/her specialized knowledge in the area of child development, assessment, learning theory, consultation, educational research to assist school personnel in enriching the educational experiences of all students. The school psychologist will work cooperatively with school personnel to assist with planning and programming for the needs of all students.

**REPORTS TO:** Director of Student Services

**KNOWLEDGE, ABILITIES AND SKILLS:** (These are pre-employment knowledge, skills and abilities that apply to the Essential Job Functions.) At the time of application, the candidate must:

1. Hold a Certificate of Advanced Study (CAS) or equivalent in school psychology.
2. Have an advanced degree in school psychology from a National Association of School Psychologist (NASP) approved program, Nationally Certified School Psychologist (NCSP) preferred.
3. Have completed a successful, year-long internship in school psychology.
4. Be able to handle crisis situations or manage changes in schedules or routine.
5. Possess exceptional interpersonal skills.
6. Demonstrate positive, collaborative problem-solving skills with students, parents/guardians, educators, administrators, community members, and colleagues.
7. Possess a valid driver's license and motor vehicle insurance.
8. Demonstrate success in accomplishing tasks akin to the responsibilities listed below.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

**ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES:**

1. Provides core services adapted to the particular needs of each student, situation, and setting including prevention, consultation, intervention, assessment, and counseling in the school setting.
2. Conducts observations, collects data, reviews student records, confers with teachers and parents, interviews students, and conducts functional assessments in order to provide appropriate interventions for students.
3. Counsels individual and groups of students.
4. Plans behavior interventions based on presenting student information.
5. Conducts in-services and professional development as needed.
6. Serves as a member of the Student Services Team (SST) in assigned schools and helps to develop yearly goals and objectives for the team that will provide services for the school community and that will compliment the school improvement plan.
7. Cooperates and communicates with community agencies, clinics, hospitals, and private practice professional in providing assistance to students with serious learning and behavioral problems.
8. Uses assessment measures to evaluate cognitive abilities, adaptive behaviors, social skills, and emotional development.
9. Provides crisis intervention services as part of school and county crisis teams.
10. Assists in program development to facilitate students' academic and social development and routinely gathers evidence of positive outcomes resulting from psychological services delivered to students, school personnel, and parents.
11. Serves on and consults with their school's IEP Team as appropriate.
12. Participates positively and effectively at grade-level, team, school, and district level meetings including such efforts as

- serving as a coach for school or district level Positive Behavioral Interventions and Supports (PBIS) teams.
13. Thinks, concentrates, and interacts positively with others.
  14. Comes to work promptly every day.
  15. Works flexible hours as necessary.
  16. Travels to and from assigned schools.

**OTHER DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Assists with other duties as assigned by the Director.

**LICENSE OR CERTIFICATION:** Certificate of Advanced Study (CAS) or equivalent in school psychology.

**SPECIAL REQUIREMENTS:** None

**PHYSICAL DEMANDS:** Position requires significant periods of standing and walking.

**UNUSUAL DEMANDS:** May be subject to a flexible work schedule.

**FLSA STATUS:** Exempt.

**TERMS OF EMPLOYMENT:** Eleven (11) month position as established by the policies of the Board of Education and salary commensurate with qualifications and experience applied to the current Calvert County Public Schools' salary schedule for teachers. If selected for this position, the candidate must enroll in direct deposit.

**EVAULATION:** Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:** Immediate vacancy.

**APPLICATION PROCEDURE:** Applicants please apply through the AppliTrack system located on the Calvert County Public Schools' website –

[www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)

**References must be directly related to education experience and must include immediate supervisor.**

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members

may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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