

JOB DESCRIPTION

POSITION TITLE: Child Development Services
School Psychological Service Provider (Part B)

REPORTS TO: Site Director

SUMMARY DESCRIPTION:

The School Psychological Service Provider works as a part of a team of colleagues to evaluate consult and provide evaluation/treatment services to children. The School Psychological Service Provider, a member of the IEP team, performs assessments and consults, provides services to children 3 - 5, and ensures that the services meet the requirements of the Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 as set forth in the Maine Department of Education Regulations Chapter 101.

REPRESENTATIVE TASKS:

THE PARENT COMMUNICATION

- Ensures that the school psychological service provider's role is explained to the parents.
- Ensures that intake information is elaborated upon and elicits additional information from parents.
- Ensures that parents receive answers to their questions.
- Ensures that parents receive accurate information in a timely manner.
- Ensures that parents receive accurate explanations of the results of the assessments administered.

EVALUATION AND ASSESSMENT

- Establishes rapport with children.
- Conducts observation in the child's natural environment or LRE setting, as ordered by the IEP team.
- Gathers and reviews documentation of the child's developmental history.
- Conducts interviews with parents to obtain information when specific to the child's required developmental history and selects and administers assessment(s) and other evaluation materials that are non discriminatory as ordered by the IEP team.
- Uses a variety of assessment tools that are sufficiently comprehensive to provide IEP team with necessary data to make a well informed determination.
- Determines the child's level of functioning and expresses that in a summary of evaluation results and diagnostic impressions in an evaluation report provided for the IEP team.

RECORD KEEPING AND REPORT WRITING

- Ensures that a written evaluation that comports with Chapter 101 is completed in a timely manner.
- Contributes recommendations to the IEP team to consider when making decisions.
- Contributes goals to the IEP team and short term objectives where appropriate.
- Writes and maintains required reports to meet Maine Care and other regulatory requirements.

IEP PARTICIPATION

- Ensures that evaluation findings are reported to the IEP team.
- Assists the IEP team with goal development based upon assessment results.
- Provides recommendations for the IEP team to consider when developing the plan.

EARLY INTERVENTION OR SPECIAL EDUCATION AND RELATED SERVICES

- Provides psychological services, consultation or direct services as specified by the IEP team.
- Communicates with the CDS Case Managers and other providers throughout the course of a child's IEP as necessary.

BILLING DOCUMENTATION (INSURANCE AND MAINECARE)

- Requests necessary authorizations for referrals as required by CDS.
- Ensures proper billing to third parties, in accordance with CDS practice.
- Provides invoices to CDS in accordance with Case E requirements.

OTHER

- Any other appropriate duties the Site Director deems necessary.

MINIMUM QUALIFICATIONS:

- Hold a current Maine Department of Education Certificate #093 (School Psychological Service Provider).
- Positive background, criminal records, fingerprinting and reference check.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of child development, disabilities, family systems, and special education methods.
- Ability to interact with a wide variety of people.
- Ability to establish an effective rapport/relationship with children and parents.
- Ability to work collaboratively as a member of an early childhood team.
- Ability to effectively communicate, orally and in writing.
- Ability to maintain composure in stressful situations.
- Ability to adapt techniques to varying personalities and environments.
- Ability to travel to a variety of locations to deliver services.
- Ability to motivate young children.