

# **Associate to the School Psychologist – Full-Time SY 2025 – 2026**

**Position Type:**  
**Student Services**

**Date Posted:**  
04/30/2025

**Location:**  
MOESC Student Services – Various Locations

**Date Available:** 8/1/2025



<b>Title:</b>	<b>Associate to the School Psychologist</b>
<b>Reports To:</b>	<b>Director of Student Services</b>
<b>Employment Status:</b>	<b>Full-Time</b>
<b>Days:</b>	<b>As Determined by the Director of Student Services</b>
<b>FLSA:</b>	<b>Limited Teaching, Exempt</b>

## **GENERAL DESCRIPTION**

The Associate to the School Psychologist is responsible for acting as a liaison between the building school psychologist, building principal, teacher, student and parents in providing ideas and support services. Assist with psychological testing for multi-factored evaluations.

## **REQUIRED QUALIFICATIONS**

- Associate or bachelor's degree; educational or psychology background preferred
- License issued by Ohio Department of Education
- Valid driver's license
- Successfully pass BCI/FBI background checks

## **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the school psychologist in pre-referral consultations with local professional staff.
- Participate in team discussions regarding class placements, instructional strategies, and referrals for children, including involvement in multi-factored evaluation teams.



- Aid in the re-evaluation process for students with disabilities in accordance with Ohio Department of Education policies.
- Provide evaluation results for consultations with parents, teachers, administrators, and professionals in the school/community.
- Support the writing of state and special education reports as requested by the school psychologist.
- Serve as a resource for local districts in coordinating special and regular education programs.
- Assist in maintaining accurate case records for all referred children as per district policy.
- Uphold professional ethics and maintain confidentiality and proper storage of sensitive materials.
- Help evaluate children for early entrance into kindergarten and first grade and participate in necessary screening programs.
- Promote effective communication and problem-solving techniques in addressing concerns.
- Facilitate community partnerships to enhance student learning and share resources.
- Manage a caseload, ensuring timely submission of reports and maintenance of accurate records.
- Support the student code of conduct, respect privacy, and serve as a positive role model.
- Perform additional specific job-related duties as directed, including testing, scoring, and attending ETR meetings.
- Participate in multi-factored evaluations and re-evaluations for students with disabilities.
- Aid in writing special education reports and maintaining case records according to district policy.
- Support early entrance evaluations and screening programs per state policies.
- Facilitate communication, problem-solving, and community partnerships to enhance student learning.
- Uphold confidentiality, student conduct, and board policies while managing a caseload and submitting timely reports.
- Conduct testing, observations, and write ETRs and some IEPs, ensuring proper care and use of school property.
- Perform additional job-related duties as directed

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Reliable transportation
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **EVALUATION**

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.



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