



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2025-2026 SCHOOL YEAR

School Psychologist – Tecumseh Local Schools

Posting Date

March 11, 2025

Application Deadline

Until Filled

Beginning Date

2025-2026 School Year

**Minimum
Qualifications:**

Valid state Department of Education license/ certificate appropriate for the position
A record free of criminal violations that would prohibit public school employment
Complies with drug-free workplace rules and board policies
Keeps current with technology and other workplace innovations that support the job functions
Adheres to the Licensure Code of Professional Conduct for Ohio Educators
Ability to use data to monitor student progress and to determine appropriate intervention strategies and systems of support
Ability to communicate specific student needs with staff and parents
Ability to establish working relationships with co-workers and function as part of a cohesive team
Meets all mandated health screening requirements
Must pass BCI/FBI Criminal Background Check.

**Additional
Requirements:**

Ability and willingness to be an integral member of the administrative team
Ability to assist with the implementation and management of positive behavior support systems
Working knowledge of curriculum and instruction
Strong organizational, communication, public relations, and interpersonal skills
Willingness to be actively involved with school and community activities

**Required
Application
Materials:**

Letter of interest;
Current Resume;
List of professional references, including email address, home, work, and cell phone numbers, and relationship of the person to you;
Complete set of transcripts (a copy is sufficient);
Copy of valid Ohio (or other state) teaching license/certificate;
Completed district application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

Each listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews. Internal applicants need only submit letter of interest and current resume.

Mail or deliver the requested materials to: Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer
Learning for All ~ Whatever it Takes!*

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL PSYCHOLOGIST**

File 305

Reports to: Building Principal

Job Objective: Provides psycho-educational assessments, program planning, and consultation services that are consistent with the district's mission and mandated requirements. Encourages parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability to facilitate student/family access to appropriate community resources.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with district staff to identify ongoing/emerging school psychology needs of students.
- Provides consultation services and therapeutic interventions as needed. Obtains informed written consent before providing services. Facilitates decision-making activities. Helps stakeholders understand service goals and how they relate to the educational program.
- Advocates for children. Helps ensure that policies/procedures support non-biased assessment and program planning activities.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.
- Complies with state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation and/or consultation for non-disabled students.
- Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Coordinates retention and intervention activities to improve graduation rates for at-risk students.
- Administers diagnostic tests. Interprets results. Provides objective recommendations that facilitate student participation in educational activities. Monitors the efficacy of interventions.
- Coordinates placement procedures. Encourages a full range of learning options. Works with intervention assistance teams (IAT). Participates in parent/student conferences as needed.
- Observes students in the classroom settings and documents observations.
- Helps formulate and guide the implementation of Individualized Education Plans (IEP).
- Works with district staff to carry out "child find" and preschool/kindergarten screening activities.
- Checks on absent students as requested. Helps administrators resolve attendance problems.
- Consults with staff to facilitate the early identification of health risks.
- Help parents understand and improve parenting skills.
- Serves as a resource for drug prevention awareness and intervention activities.
- Monitors ongoing student/family participation in community intervention/assistance programs.
- Helps students better understand themselves and others. Conducts individual and group counseling sessions as needed (e.g., personal conduct, conflict mediation, divorce, grief, etc.).
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.

- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps parents/students understand academic and behavioral objectives.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.