

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 5/21/2025
Title: Associate to the School Psychologist
Reports To: Director of Student Services
Employment Status: As Determined by the Director of Student Services
MOESC Salary Schedule: Associate to Psych
Days: As Determined by the Director of Student Services
FLSA: Exempt

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

GENERAL DESCRIPTION

Act 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.

ESSENTIAL FUNCTIONS / SKILLS

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 accommodation 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 and Workforce 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 assist with writing ETRs and some IEPs
- Ensuring proper care and use of school property.
- Perform additional job-related duties as directed.

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards.
- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively.
- Meet deadlines despite time constraints.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Wears work attire appropriate for the position.
- Accepts responsibility.
- Exhibits a positive outlook.
- Takes initiative.
- Exhibits a service mentality and is responsive to internal and external client requests for service.

- Good Communication skills, both verbal and written.
- Ability to work well with others and maintain confidentiality.
- Participates in professional development that relates to the position.
- Operate standard office equipment including computers, word processing, spreadsheets and communication software.
- Seeks to be a leader in technology integration.
- Shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC.

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
- Reliable transportation
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Regular interaction with students and staff, and occasionally parents
- 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

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment, but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy with input from school district personnel. 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 all responsibilities, duties, and skills required for the 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.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.