

Key Responsibilities of the School Psychologist

- Ensure effective management of the evaluation process
- Administer timely psycho-educational assessments
- Facilitate IEP meetings
- Conduct classroom observations
- Determine the need for psychological evaluation
- Consult with school staff, parents, and students regarding behavioral management issues and concerns
- Serve on school-level committees
- Other related duties

-The School Psychologist serves as the case manager.

-The School Psychologist may be asked to participate on the PPT or other committees.

-School Psychologist may be asked to conduct FBAs and formulate Behavior Intervention Plans for students experiencing behavioral challenges.

-Please refer to the **sample** Case Management Checklist following this page.

-Please refer to the School Psychologist Caseload Management Plan following this page. This document is a communication tool between the School Psychologist and School Principal regarding the status of all cases open for evaluation.

-There is a sample calendar following this page to use for scheduling evaluations and reviews.

Key Responsibilities of the Social Worker

- Obtain parental consent for evaluation
- Explain due process rights to parents
- Determine guardianship and obtain surrogates if needed
- Conduct Social Histories
- Conduct Social History Updates (maximum of 5 hours per week)
- Participate in IEP meetings as appropriate
- Conduct classroom observations as needed
- Provide consultative and support services to students, parents, and school personnel
- Serve on school-level committees
- Provide ERSSA services, including counseling
- Other related duties

-ERSSA stands for Educationally Related Support Services and Aids.

-Social Worker may be asked to serve as a liaison between school, parent and community based organizations and resources.

-Social Worker may be asked to assist in the completion of FBAs and Behavior Intervention Plans for students experiencing behavioral challenges.

Key Responsibilities of the IEP Teacher

For a minimum of 5 periods per week:

- Prepare for and attend IEP meetings of students initially referred to special education
- Conduct classroom observations
- In the event of Requested Reviews or Triennial Reviews, provide coverage for other special education teachers so that they may attend the IEP meetings for their students

The balance of the schedule will be programmed at the discretion of the Principal in the following ways:

- Instruct students with disabilities (SETSS, CTT, part-time self-contained classes)
- Instruct identified SE and GE students at risk of academic failure
- Administer curriculum-based assessments for at-risk GE students
- Participate in PPT/Instructional Support Committees
- Other related duties

Key Responsibilities of Clerical/Family Workers

- Browse and enter student-specific data
- Conduct administrative tasks such as: completing forms, mailing notices and forms to parents, duplicating records and reports, filing, scheduling assessments and IEP meetings, responding to inquiries
- Prepare all documentation for tracking case completion and assisting in case management
- Reconcile computerized reports
- Perform general clerical and office duties
- Create and maintain confidential student files, including filing all completed assessment reports, due process notices and letters
- Retrieve and transmit student records and files
- Contact parents as needed
- Other related duties