

**POSITION:**  
**School Psychologist**



**JOIN OUR TEAM!**

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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[www.CharterArts.org](http://www.CharterArts.org)

**VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

**MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence, this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

**APPLY:** Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to [jobs@charterarts.org](mailto:jobs@charterarts.org). Resumes will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Job/Position-Specific Requirements:**

- Valid Pennsylvania Certificate as a Certified School Psychologist (Eligible)
- Licensed Clinical Psychologist (Preferred)
- Child Abuse, Federal, and State Clearances
- One year of experience providing evaluations/counseling in a school setting (excluding the internship/practicum year preferred)
- Previous experience working as a School Psychologist in an educational setting is preferred
- Experience participating in IEP meetings, completing educational eligibility determinations, and comprehensive reports
- Demonstrated ability to lead, communicate, and build relationships across diverse groups
- Strong knowledge of psychological assessment tools and techniques
- Work effectively as part of a team
- Trauma-Informed training preferred

**Reporting Relationship(s): Principal & CEO**

**JOB PURPOSE**

At Charter Arts, we know that relationships come before content and that students are more likely to grow when they can build meaningful relationships with supportive personnel, such as School Psychologists. At Charter Arts, artistic expression, equity, diversity, inclusion, and accessibility are organizational imperatives. The School Psychologist is expected to ensure that the counseling department is a safe and productive space where students feel comfortable sharing their voices, accessing support, getting assistance with college and career planning, and learning how to advocate for themselves in challenging situations.

The School Psychologist is an integral leadership position that will help streamline communication between counselors, families, and administration. The goal is to support students in achieving their personal and professional goals while in high school and as our students and their families pursue post-secondary opportunities.

**Essential Functions of the job may include but are not limited to the following:**

- Provide comprehensive evaluations in the identification and development of educational services for students through MTSS, IEPs, and 504s; attend IEP meetings, conduct re-evaluations and record reviews of students as per industry standards and timelines as required
- Conduct evaluations, re-evaluations, and record reviews and present to guardians, students, and team members
- Ensure that senior transcripts are distributed to college and university destinations for the current graduating class as proof of graduation
- Primary contact for alumni in need of transcripts or proof of graduation
- Oversight of the distribution of four quarterly report cards
- All employees are expected to be active change agents with an equity-based, innovative mindset, for advancing the future of their students and departments
- Perform appropriate clinical assessments as requested by the Specialized Services Administrator
- Collaborate with school administration on the development of a robust MTSS and PBIS program, or programs, and ensure appropriate rollout and schoolwide implementation
- Utilize PowerSchool and IEP Writer to enter reports and data as necessary
- Schedule and conduct individual and group counseling sessions as needed (not to replace outside counseling services for students), support the school Social Worker to do the same
- Recommend and utilize community resources in support of students
- Lead the Student Support Team (SST) and SAP team and provide crisis intervention when necessary
- Reflect on practice and be insightful, demonstrating and recommending new and improved strategies, processes, and procedures to improve services and outcomes for students
- Establish home-school partnerships to enhance student achievement
- Seek professional development opportunities that benefit themselves, the counseling department, and the school at large, be willing to present professional development to school faculty/staff
- Be proactive and focus on providing suggestions and solutions to improve support for all students schoolwide
- Work as an influential team member with all school personnel and closely collaborate with the special education department, school counseling, school social worker, and school administration to ensure support for all students as necessary; consult with various stakeholders as necessary
- Maintain best practices, theories, and techniques to support students
- Develop a return-to-school procedure for students returning from mental health or other outside placements
- Establish a program or system of support for teachers struggling with student mental health needs in the classroom
- Develop programming for students struggling with mental health needs in the classroom
- Support school administration in developing and facilitating suicide prevention awareness, assemblies, and initiatives for students, staff, and parents
- Participate in the Child Find process to help identify students with potential special education needs
- Adhere to Mandated Reporter guidelines

- Collaborate with Administration to plan Family Engagement
- Interpret PAYS data and collaborate with administer the PAYS survey
- Share mental health resources with families, staff, and students
- Member of Safe2Say Something Team
- Maintain record keeping that is accurate, systematic, and comprehensive
- Other duties as assigned

### Counseling Department Support

Oversight of School Counseling Department including:

- Schedule and run Counseling Department meetings
- Oversee Counseling Budget
- Supports counselors by facilitating, and modeling when needed/appropriate, meetings between Administration, students, faculty, and parents, i.e. student concerns, grading, attendance, classroom behavior, etc.
- Student course scheduling request management
- Family engagement event planning and implementation
- Oversee Career and College Readiness, Chapter 339, & Naviance requirements
- Development and implementation of Mental Health Initiatives
- Assist with stakeholder communication, i.e. Core Chairs, Artistic Directors, teachers, and parent/guardians as needed
- Ensure that all counselors are participating in quarterly “Incomplete” meetings and communicating with students, teachers, and families regarding approved, denied, or modified requests
- Ensure that all counselors are making recommendations to the administrative team regarding Medical Exemptions and Incompletes for students and communicating with Artistic Directors accordingly
- Oversee the preparation of all records and reports as deemed necessary by the Administrative Team, i.e. course failure reports, at-risk reports, grading memos, etc.
- Keep an open line of communication between the Administration and the counseling team to provide feedback and updates on student progress and improve school and home partnerships and communication
- Work with the entire counseling team to ensure student mental health needs are assessed and addressed; complete risk assessments as needed
- Assist the counselors with communication between outside educational agencies and student placements when appropriate, eg. hospital placements for students, etc.
- Help to facilitate Restorative Conferences
- Ensure that midpoint family meetings are called if students may be at risk of failing the school year
- Coordinate communication with all stakeholders and oversee all aspects and the implementation of Core and Artistic Summer Credit Recovery
- Other responsibilities as assigned or as the need arises

### CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability.

- Advanced degree from an accredited institution and/or related field required
- Artistic background or experience a plus
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing

- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling
- Ability to interpret, analyze, and problem-solve both written and verbal communications
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Must have and maintain high expectations for self and all students and team members
- Demonstrates creativity and leadership
- Knowledge and implementation of relevant technology

### PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would conform with this job's primary purpose.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds

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### Notes:

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.*

*Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the job you applied for. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant cannot provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for up to three years.*