



PROVIDENT CHARTER SCHOOL

Job description

Title: Part-time School Psychologist

Reports to: Supervisor of Special Education

Anticipated start date: November 1, 2021

About Our School

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing, and sequencing. The school is in its fifth year with students in Grades 2-8. Located on the city's North Shore the school has 330 students from 42 different districts around Western Pennsylvania.

Job Goals

- Warmly and successfully onboard parents to Provident's special education program.
- Plan, coordinate, and manage compliance related to the evaluation and reevaluation process.
- Assist teachers in implementing evaluation recommendations.
- Proactively and responsively contribute to the ongoing expansion and success of the Special Education department.
- Establish and communicate a program-wide philosophy of compliance in the least restrictive environment for serving special needs students.

General Responsibilities

- Conducts extensive psychological examinations of referred students
- Implements policies/regulations established by federal and state law, and maintains compliance with laws and regulations related to students with IEPs/504 plans
- Participation in IEP meetings
- Communication with parents regarding the evaluation process and content included in an evaluation
- Provides consultative services to school personnel and parents



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- Ensures that student progress is evaluated on a regular, systematic basis and that findings are used in making decisions to improve program effectiveness as it relates to specific student needs
- Addresses student achievement deficiencies by focusing resources and efforts to promote satisfactory classroom performance
- Functions as a liaison between the school and family in the student assessment and interpretation of test results
- Interprets diagnoses to school personnel, other concerned professional, parents and students
- Makes recommendations on ways to assist a student referred for examination
- Identifies and recognizes individuals and programs, which achieve excellence
- Assumes responsibility for timely completion, maintaining and filing all reports, records and other documents
- Assumes responsibility for the accuracy, validity, and interpretation of assessment results as related to special education eligibility determination

Required Qualifications

- School psychologist certification.
- Demonstrate knowledge of special education.
- Demonstrate knowledge of dyslexia.
- Excellent communication, leadership, organization and problem-solving skills.
- Outstanding dependability, initiative, creativity and decision-making skills.
- Proficient in managing and using data to guide decisions for students.
- Knowledge of federal and state special education regulations.

Terms of Employment: 15-20 hours per week (flexible schedule)

Salary and benefits

- Pay can be hourly or per evaluation (preference can be discussed during initial interview)

How to Apply

Interested candidates should email a cover letter & resume to Jessica Frosztega at jfrosztega@providentcharterschool.org, Supervisor of Special Education.



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Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Job Type: Part-time

Pay: From \$50.00 per hour