



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **School-Based Therapist**
Job Family: **Professional**
Prepared/Revised Date: **June 2, 2025**

FLSA Status: **Exempt**
Pay Range: **Schedule A/P, Grade Y**
Job Code: **31300**

SUMMARY: Responsible for working in the educational setting as a trained mental health professional to support the psychoeducational and social/emotional well-being of students. In collaboration with CDE licensed Special Service Providers and educators, focus on providing a continuum of services including mental health and behavioral supports, participation on school-based multi-disciplinary teams and conducting special education evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide direct and indirect services to students, work with families to access community resources, collaborate with school psychologists and other mental health SSPs and advocate for student needs based on professional and ethical guidelines as well as state standards.
2. Demonstrate familiarity with a wide range of evidence-based therapeutic techniques and interventions.
3. Conduct individual psychological/psychoeducational assessments with students, write clear and concise interpretive results, and maintain necessary documentation of student evaluations, when applicable and within the scope of professional license.
4. Teach coping and problem-solving skills through individual and small group counseling, foster student independent function, and encourage opportunities for equitable participating in school programs for all students.
5. Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
6. Communicate students' progress and needs with parents and other staff as needed.
7. Collaborate with relevant stakeholders including school psychologists and other SSPs, teachers, support personnel, administrators, and colleagues to improve student outcomes.
8. Demonstrate a commitment to understanding and supporting diversity, including and engaging families in the student's education and supporting all PSD policies, procedures and expectations.
9. Participate in multi-disciplinary teams including MTSS, mental health and IEP teams, department teams, and engage in professional growth opportunities to enhance practice.
10. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Education commensurate with the equivalent CDE-licensed position (e.g., doctorate for psychologists, master's for counselor, etc).
- Experience with students in a K-12 setting preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- DORA licensed psychologist required
- Valid US driver's license
- CPR and First Aid certifications preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job
- Strong organizational skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Integrated Services or Student Services department *	
Direct reports:	This job has no direct supervisory responsibilities.	

*Supervision will be assigned based on the scope of work and professional role.

The position may report to either the Integrated Services or Student Services department, depending on alignment with responsibilities.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	



VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	