



Starting to work with Schools - A Beginners Guide

SCHOOL PSYCHOLOGY INDIA

AN ASSOCIATION FOR PSYCHOLOGISTS WORKING AT SCHOOLS AND COLLEGES

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Road Map to your “School Psychology” Career

- ▶ **Checking for Prerequisites**
- ▶ **Understanding Work Modes**
- ▶ **Understanding Ethics**
- ▶ **Salary Considerations**
- ▶ **Creating a School Work Profile**
- ▶ **Applying to Schools**
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- ▶ **Teacher Empowerment Programs**
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- ▶ **Reporting**
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- ▶ **Safe Schooling**
- ▶ **Mental Health First Aid Training**
- ▶ **Continuous Professional Development**
- ▶ **School Psychology India Membership**



Check for Prerequisites

▶ Compulsory

- ▶ Post Graduation in Psychology (applied or pure) / Human Development / Social Work
- ▶ Knowledge about School Psychologist Work Profile
- ▶ Passion to work with children
- ▶ Knowledge about various school boards and their curriculum
- ▶ Lots of patience and a balanced mind

▶ Required

- ▶ School Psychology Practical Work Training
- ▶ Training under a Sr School Psychologist
- ▶ Health & Wellness Teacher Certification
- ▶ Play therapy Training
- ▶ Learning disability training and informal assessment expertise
- ▶ School Psychology India Membership

Understanding Work Modes

- ▶ Apply as a freelancer
 - ▶ A freelancer works with two or more schools on one day per week basis or two days / week depending on the school requirements
 - ▶ Work timings will be 10am – 4pm
 - ▶ You can choose schools of your choice
- ▶ Advantage
 - ▶ Working with various schools
 - ▶ Job control
- ▶ Disadvantages
 - ▶ Need to roam a lot
 - ▶ Income will not be regulated
- ▶ Apply as a Professional Staff
 - ▶ Apply for day to day work
 - ▶ Apply as a residential staff
 - ▶ Can work with only one school
- ▶ Advantage
 - ▶ Permanent nature of work throughout the year – Secured job
 - ▶ Opportunity to do more activities with the same set of students
- ▶ Disadvantages
 - ▶ Lack of opportunity to mingle with students from varied backgrounds
 - ▶ Restrict yourself to one set of work mode and a sudden change in carrier is not possible

Understanding Professional Ethics

- ▶ Learn how school psychology is practiced in other countries
- ▶ Learn about the guidelines to be practiced with children, special children, girl child, teachers, gay and bisexual, children with disabilities, etc.
- ▶ Know the guidelines to be practiced while communicating with the children outside the school campus, parents, reporting to the management, handling crisis, handling suicidal tendencies in children, etc.
- ▶ Learn about the work ethics to be practiced while counseling children interested in personal counseling or students referred by teachers.
- ▶ Learn the guidelines to be practiced while formatting a counseling or assessment report.
- ▶ Learn about guidelines to make referrals.
- ▶ Know the guidelines with regard to handling abuse and addictions.
- ▶ These guidelines are available at School Psychology India website.

Salary Considerations - Freelancers

▶ Freelancers

▶ Regular Visits – Four days in a month on “a day a week basis”

- ▶ Charges range from Rs. 1400 – Rs. 3000 for six hours/day work (10am – 4pm)
- ▶ Paid on a monthly basis for the days attended
- ▶ Regular School Psychology Work including group classes, student counseling, assessments, programs for teachers & parents etc. as per predesigned schedule.
- ▶ Personal leaves / School Leaves / National Holidays will be counted as loss of pay
- ▶ Separate place is must

▶ Occasional Visits

- ▶ Charges range from Rs. 6,000 – Rs. 10,000 for six hours/day work
- ▶ Paid on visits
- ▶ Work includes student / teacher / parent empowerment programs
- ▶ Personal counseling cases will not be attended

Salary Considerations – Regular & Resident

▶ Regular

▶ Day School

- ▶ Salary ranges from Rs. 12, 000 – Rs. 80,000 (Rs. 12,000/- for a fresher)
- ▶ Work timings – as per school timings
- ▶ Paid on a monthly basis as per the school employee policies includes all allowances as prevailing in the school
- ▶ School Psychologists Work Profile
- ▶ Teaching classes or office work should not be handled
- ▶ Need to have a separate space such as a Counselors Room

▶ Residential

- ▶ Salary ranges from Rs. 26, 000 – Rs. 1,10,000
- ▶ Work timings – as per school timings
- ▶ Paid on a monthly basis as per the school employee policies including all allowances as prevailing in the school
- ▶ School Psychologists Work Profile
- ▶ Teaching classes or office work or warden responsibility should not be handled
- ▶ Need to have a separate space such as a Counselors Room
- ▶ Evening hours need to be used for interventional coaching

Creating a School Work Profile - I

Profile to School for requesting School Psychology Accommodation should include all of the following information.

- ▶ Your Personal Information
- ▶ Your School Psychology Work Experience
- ▶ Your Education and Training in School Psychology
- ▶ Your Educational Information
- ▶ Your Psychology related Work Experience
- ▶ Domains of School Psychology
- ▶ Your Favorite Areas in School Psychology
- ▶ Your Therapeutic Strength
- ▶ Your Assessment Expertise (informal and formal)
- ▶ School Psychology Pedagogy
- ▶ Time Plan for the School
- ▶ What you do for the school
- ▶ What you do with the Pre KGs
- ▶ What you do with the Lower Classes
- ▶ What you do with the Middle Classes
- ▶ What you do with the Higher Classes
- ▶ How will you work with Teachers?
- ▶ How you will work with Parents?
- ▶ How will you conduct group classes?
- ▶ How will you invite students for personal counseling?

Creating a School Work Profile - II

Profile to School for requesting School Psychology Accommodation should include all of the following information.

- ▶ What is the process of student counseling?
- ▶ How will you handle teacher referrals?
- ▶ Whom will you report to?
- ▶ What will be your reporting format?
- ▶ What assessments will you do at school?
- ▶ How will you conduct Gross School Assessments?
- ▶ When and for what cases will you refer cases to other professionals?
- ▶ How will you deal with Slow Learners, LD and Behavioral Problems?
- ▶ What will be your role with the society?
- ▶ How will you keep the school safe?
- ▶ How will you handle crisis at schools?
- ▶ What will be your other roles at school?
- ▶ What infrastructure and things you may need at schools?
- ▶ What is your salary / fee expectation?
- ▶ Whether you are a member of School Psychology India or not?
- ▶ Who has drawn ethics for you and what are they?
- ▶ Whom to complain when you are not able to adhere to your professional ethics?
- ▶ What are the important ethics that you may practice and school has to be aware of?
- ▶ Your one month life as a school psychologist at this school – what all you will do, how you will plan and how you will execute.
- ▶ Benefits the school may reap at your presence.

Applying to Schools

- ▶ Once you are ready with your School Psychologist Work Profile and copies of your certificates, you can start applying to schools
 - ▶ Way One - Apply to schools that which advertise for a vacant School Psychologist position .
 - ▶ Way Two – Email / post your work profile with a letter to all the schools in your area with salary expectations. Most of the schools are not aware of the school psychologist position and the work you do.
 - ▶ While communicating with CBSE Schools, address your work profile as “Health and Wellness Teacher”
 - ▶ Schools may use School Counselor, Child Counselor, School Psychologist, or Health & Wellness Teacher to address this work profile.
 - ▶ Wait for responses; if not, walk in to the school with your work profile and have a detailed discussion with the principal about what you can do for the school.

Appointment Letter & Starting to Work

- ▶ Once you are appointed, request the school management to issue an appointment letter.
- ▶ On your appointment, request the school management to send a circular to teachers and students about your presence in the school.
- ▶ On appointment, request your school management to send a text message or a circular to parents informing your presence in the school campus
- ▶ Before starting your work, request the school management to get parents signed on “School Psychology Service Acceptance Form”. Let the school management share your work profile with those parents who are interested to know more about you.
- ▶ Before starting your work, have a orientation class for the teachers and brief them on how you are going to work and what level of cooperation you are expecting from them.
- ▶ Get a place for you and let the place be away from the teachers room or the principal’s room or office room.
- ▶ Keep the room open even during sessions. Don’t close the room at any time. Place yourself in a way that anyone can see you working.

Preparing Work Schedule

- ▶ Now you have placed yourself inside the school campus and the next agenda is to prepare a work schedule.
- ▶ Keep morning sessions for group classes.
- ▶ Ask for regular time table for morning sessions with regular classes (if the school is small and if regular time table can cover all the classes)
- ▶ If not, you design a time table for a month and hand it over to the principal.
- ▶ The principal will request the teachers to free their teaching hours for you as per your schedule.
- ▶ While designing work schedule, keep in mind
 - ▶ You start with the classes/ age in which you are confident of
 - ▶ You don't take too much teaching hours from the same teacher
 - ▶ You provide equal importance to all the classes
 - ▶ You got your topics ready for each class as per your schedule

Documentation Requirements

- ▶ General School Psychology Services Parent Consent Form
- ▶ Personal Counseling Requisition form
 - ▶ (to be used by students for their personal use)
- ▶ Friends Counseling Requisition form for Students
 - ▶ (to be used by students for referring their friends in trouble)
- ▶ Teachers Counseling Requisition form
 - ▶ (to be used by teachers for their personal use)
- ▶ Teachers Referral Form
 - ▶ (to be used by teachers for referring students with issues)
- ▶ Parent Referral Form
 - ▶ (to be used by parents for referring children with issues)
- ▶ Your referral form
 - ▶ (to be used by yourself for referring children with issues to an outside professional)
- ▶ Counseling Diary
- ▶ Assessment Reporting Format
- ▶ Critical Case Log (for abuse, addiction and suicidal cases)
- ▶ Complaint reporting format
- ▶ Monthly Reporting Format

Work profile discussion with the school

- ▶ Make sure you have discussed with the principal or the person to whom you need to report about
 - ▶ Monthly Work Schedule
 - ▶ The documentation you are going to use
 - ▶ Handling documentation
 - ▶ (like where teachers / students will get the form and where they will submit)
 - ▶ Reporting
 - ▶ Book Keeping
 - ▶ Counselors room

Group Classes

- ▶ Conduct group classes as per your schedule
- ▶ Adhere to the protocols of group counseling
- ▶ At the end of each session, inform students about personal counseling sessions being conducted in the afternoons, the place where you will be, where they need to get the form and where they need to submit....

Personal Student Counseling

- ▶ In all cases make students fill the requisition form
- ▶ Don't encourage students who come without a counseling requisition form
- ▶ Make students understand that it is just for documentation and share confidence with them
- ▶ Call students as per forms and conduct personal counseling sessions
- ▶ Report everything at the end of the day in your counseling diary (not in front of the student)

School Based Assessments

- ▶ Carry out assessments during free hours
- ▶ Let the class teacher know that the student is for an assessment and it will take time
- ▶ Submit assessment reports to the principal
- ▶ Discuss with the teacher on assessment result
- ▶ Share assessment reports with the teacher and the parent only if it is required
- ▶ Use informal assessments and refer children to a RCI registered clinical psychologist for formal assessments (if needed)

Interventions and Remedial

- ▶ Design IEP, IAP, IHP and IBP for the student wherever required
- ▶ Discuss the Ps with the teacher concerned and the parent
 - ▶ Rope in additional support to execute the Ps

Teacher Empowerment Programs

- ▶ Conduct workshops for teachers on a monthly basis
- ▶ Take a relevant topic and conduct an activity based workshop on the concerned topic
- ▶ You can divide the teachers into groups as per their classes or you can have a general program for all the teachers

Parent Empowerment Programs

- ▶ Conduct orientation programs and workshops for parents on a bi-monthly basis.
- ▶ Take a relevant topic and conduct an activity based workshop on the concerned topic or have an interactive lecture on a topic of relevance.
 - ▶ You can divide the parents as per their children's age group.
 - ▶ You can also conduct a general orientation program for all the parents.
- ▶ Encourage parents to use the requisition form available for counseling services.

Reporting

- ▶ Make it a practice to submit a report on a monthly basis.
- ▶ Have separate sections for each domain you covered like:
 - ▶ Group Classes
 - ▶ Personal Counseling Students (don't mention the name)
 - ▶ Referred Students (mention name)
 - ▶ Teacher empowerment Programs conducted
 - ▶ Parent empowerment programs conducted
 - ▶ Assessments done and report details
 - ▶ Critical case log entries
 - ▶ Complaints that came to you
 - ▶ Mental Health First Aid Awareness Campaign
 - ▶ Suggestions
 - ▶ Future Actions
 - ▶ General Recommendations

Crisis Intervention Manuals

- ▶ Get ready with crisis intervention manuals
- ▶ Work as a team with teachers while preparing crisis intervention manuals
- ▶ Make teachers aware of crisis intervention strategies
- ▶ Plan out interventions for regular issues at schools and also for those which are rare
- ▶ Discuss crisis intervention strategies and get the approval of the principal and management before applying in them in day to day work

Safe Schooling

- ▶ Draft a list of safe school practices
 - ▶ Educate children and teachers on safe school practices
- ▶ Form peer leaders to spread awareness about safe school practices

Mental Health First Aid Training

- ▶ Run Mental Health First Aid campaigns at schools on a regular basis
- ▶ Make children aware of the practices that need to be followed

Continuous Professional Development

- ▶ Empower yourself by doing Continuous Professional Development courses conducted by School Psychology India through <http://www.psykology.in>
 - ▶ <Http://www.schoolpsychology.in>
 - ▶ <http://www.psykology.in>
 - ▶ <http://www.psychology4schools.in>
 - ▶ <http://www.psychology4colleges.in>
- ▶ One Year School Mental Health Certification Course – <http://www.psykology.in/coursepaid043.html>
- ▶ One Year College Mental Health Certification Course – <http://www.psykology.in/coursepaid042.html>
- ▶ Health and Wellness Teacher Certification Course – <http://www.psykology.in/coursepaid057.html>

School Psychology India Membership

If you have decided to work with schools or if you are working with schools, consider applying for

Life Membership at School Psychology India

An association for mental health professionals working with schools and colleges

Visit www.schoolpsychology.in for more information

Contact US

- ▶ **Email us at schoolpsychology.india@gmail.com**
- ▶ **Call us at 09600 8000 20**
- ▶ **Visit us at <http://www.schoolpsychology.in>**
- ▶ **Like us at <https://www.facebook.com/Psychology4schools>**



▶ **Thank You**