

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Psychologist/Special Education Preschool Coordinator

DEPARTMENT: Educational Services

POSITION SUMMARY: The School Psychologist/Special Education Preschool Coordinator will report to the Director of Special Education. The School Psychologist/Special Education Preschool Coordinator performs the duties of a school psychologist for students in preschool programs, and additionally provides leadership, coordination and support for all Special Education preschool programs and services.

ESSENTIAL FUNCTIONS:

1. Provide all School Psychologist functions for preschool students referred for and participating in special education programs, including assessment, consultation, counseling, IEP facilitation and development, behavior support plan development, and mental health referrals
2. Provide leadership and coordination for special education preschool programs and staff.
3. Coordinate and facilitate special education preschool staff meetings
4. Coordinate and facilitate special education preschool professional development
5. Coordinate special education preschool curriculum planning
6. Assist Director and Program Specialists with special education preschool program planning and development
7. Act as liaison between district, SELPA, and regional and community agencies
8. Represent district at Early Autism Regional Center Diagnostic Clinics
9. Coordinate search and serve efforts and the special education identification process for preschool students, including assessments and reports
10. Coordinate IEP meetings for preschool special education students
11. Collaborate with in-district and out-of district staff for smooth Early Start transitions, and Preschool to Kindergarten transitions
12. Facilitate special education preschool staff/parent communication
13. Prepare and submit required district, state and federal reports regarding preschool special education
14. Recommend classified and certificated special education preschool staffing ratios and assignments
15. Recommend budget allocation and priorities to Director of Special Education, and administer preschool budget and special grants
16. Other duties as assigned

EDUCATION AND EXPERIENCE: Masters Degree and valid Pupil Personnel Service Credential (Psychologist Authorization) is required; Administrative Services Credential is desirable. Demonstrated successful experience as a school psychologist in a preschool setting and knowledge of special education law pertaining to preschool services is desirable.

SKILLS AND QUALIFICATIONS:

1. Successful experience as a school psychologist in a preschool setting
2. Knowledge of curriculum development and implementation for preschool programs
3. Knowledge of curriculum accommodation and modification process for preschoolers with special needs.
4. Ability to maintain cooperative working relationships with staff, administration, parents and community.
5. Ability to communicate effectively, both orally and in writing
6. Knowledge of current special education law
7. Knowledge of “best practices” models for special education assessment, IEP development and service delivery
8. Ability to prioritize budget and expenditures
9. Behavioral Intervention Case Management authorization

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time
3. Bend, squat, stoop and/or climb for extended periods of time
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time
6. See and read a computer screen and printed matter with or without vision aids
7. Speak so that others may understand at normal levels and on the telephone
8. Hear and understand at normal levels and on the telephone with or without hearing aids
9. Lift and carry up to 50 pounds at shoulder height for short distances

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and/or classroom, outdoors on the playground, make home visits and come in direct contact with district and site staff, parents, students and the public.

SALARY: Psychologist/Counselor Range 11 LMP (A through H)

DAYS OF SERVICE: 204 days

Board Approved: 3/13/2007