

# Oak Grove School District

**JOB TITLE:** School Psychologist

**SALARY RANGE:**  
OGEA 22-Step Salary Schedule

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Licensed School Psychologist conducts comprehensive psychoeducational evaluations; consults with school personnel and parents regarding planning, implementing and evaluating individual and group interventions; and works with a group of specialists to facilitate the creation of a student's Individualized Education Plan (IEP). School Psychologists provide psychological services to pupils, parents and school staff for the purpose of providing a positive learning atmosphere, supporting healthy pupil adjustment, and promoting the full utilization of District and community educational opportunities.

This job reports to the Site Administrator and answers to the Director of Special Education.

## **TYPICAL DUTIES**

- Conduct assessments of all students referred for special education consideration and interprets results to parents, teachers, and/or administrators as needed, including Privately Placed and Home-Schooled students, within the mandated timelines
- Conduct assessments with referred students who may not qualify for special education services but are in need of assistance due to exhibiting behavioral or perceptual concerns. Evaluate educational strengths and weaknesses of student and recommend a plan of action to assure success in the school setting
- Conduct mandated triennial psychoeducational assessments on referred students, including NPS and Privately Placed students, within the mandated timelines
- Conduct Manifestation Determination assessments and attends said meeting
- Conduct Functional Behavior Analysis (FBA), Behavior Intervention Plan (BIP), and Special Circumstance Instructional Assistance (SCIA) assessments, provide reports and attend Individualized Education Plan (IEP) meetings
- Update FBA, BIP, and SCIA assessments annually
- Attend all initial and Triennial IEP meetings
- Attend Annual and Amendment IEP meetings as needed, or deemed appropriate, by the IEP team
- Make recommendations in cases of exemption, non-promotion, acceleration, class assignment change and other cases upon request
- May assist referred pupils with developing appropriate interpersonal relations; provide direct guidance and assistance to children with learning, behavioral and adjustment problems, with the use of Small-Group or Individualized counseling or both
- Provide consultation and in-service to District personnel regarding legal obligations related to special education
- Assist in the development of systematic procedures for screening, referral, team assessment, program planning, placement, and follow-up for regular and special education students
- Consult with administrators, parents, and teachers regarding students referred for psychological services other than special education. This may include conferences, observations, assessments through formal or informal testing, including specific recommendations to remediate concerns
- Provide follow-up consultation for students referred who are placed in special education classes
- Assist teachers in the development of effective individual educational plans for students

- Provide crisis and grief counseling for students, parents, and staff followed by referral to appropriate agencies as warranted
- Attend professional development opportunities to keep abreast of new psychological practices including assessment tools, techniques, consultation, and the latest research in effectively working with students
- Provide and coordinate professional development and/or consultation for teachers, parents, aides and clerical staff on a variety of topics
- Represent the District at special education meetings
- Prepare reports uniformly required by the state and/or county
- Comply with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Santa Clara County Office of Education; and policies of the District as assigned
- Facilitate team processes including problem solving, pre-referral intervention, and IEP development for special needs students
- Utilize educational materials that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Bachelor's Degree from an accredited college or university required

#### Licenses and/or Certifications:

- Holds a valid California Pupil Personnel Services Credential (PPS), with an authorization in School Psychology issued by the California Commission on Teacher Credentialing
- CA Driver's License and/or the ability to deliver in-person psychological services to students at multiple sites, if applicable

#### Knowledge, Skills and Abilities:

- Extensive knowledge of Special Education Law which should include, but not be limited to, a clear understanding and ability to explain, as well as implement, the mandates of a Least Restrictive Environment (LRE) and a Free and appropriate Public Education (F.A.P.E.)
- Knowledge of subject area and current instructional methodologies and techniques associated with mental health, psychoeducational evaluations and working with students with special needs
- Skills in administration, analysis, and interpretation of a variety of assessment measures
- Ability to work with children in grade levels and age ranges as assigned
- Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents and community
- Ability to function as a positive, contributing member of an educational team
- Excellent oral and written communication skills

**DESIRABLE EXPERIENCE**

- Professional training and paid or volunteer experience working with individuals with disabilities
- Bicultural heritage
- Bilingual (Spanish or Vietnamese)

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.