

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**School Psychologist, Special Education**

**Purpose Statement**

The job of School Psychologist, Special Education is done for the purpose/s of providing counseling and psychological services to school districts within the county; and also providing training and technical assistance in special education.

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**Essential Functions**

- Administers psychological assessment and standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children preschool through grade 12 and/or determining eligibility for services in compliance with regulatory requirements.
- Analyzes, interprets and summarizes test results, observations and developmental information for the purpose of determining student's functional level and developing recommendations and/or placement.
- Communicates with students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Compiles information from a variety of sources (e.g. teachers, nurse, probation officer, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive evaluation report in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with community agencies including medical, judicial, social service and mental health services for the purpose of determining appropriate treatment meet the needs of specific students.
- Counsels students, parents and/or guardians for the purpose of discussing student progress, behavior, goals, problem resolution, transitions and crisis intervention for enhancing student success in school.
- Develops and provides in-service training for SDCOE staff, direct-service schools, agencies and parents for the purpose of addressing professional development needs and implementing actions or treatment plans.
- Develops behavior plans, curriculum modifications, etc. for the purpose of implementing treatment programs.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Participates in IEP meetings for the purpose of interpreting psychoeducational evaluation results and assisting staff and other IEP members with the development and implementation of appropriate IEP goals and objectives.
- Prepares and maintains a variety of confidential records and reports (e.g. correspondence, memos, behavior plans, Medicaid billings, reports, required documentation, Psych Ed Summary, Psych Report, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in compliance with legal and professional requirements.

- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; psychological assessment procedures, test instruments, and guidance and counseling; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; comprehensive reporting; and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:** California Pupil Personnel Services Credential with an emphasis in school psychology, or other valid California credential with an authorization in school psychology.

Experience in Early Intervention Special Education and as a school psychologist is highly desirable.

**Required Testing**

**Certificates**

California Pupil Personnel Services in  
School Psychology Credential

CPR/First Aid Certificate

Driver's License & Evidence of  
Insurability

**Continuing Educ./Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance

Tuberculosis Clearance

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 43

**SLT Approval Date: October 11, 2016**