

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD SCHOOL PSYCHOLOGIST

BASIC FUNCTION:

Under the supervision of the Director-Special Student Services, provide expertise and skills to perform a high level of administrative duties and supervisory roles for assigned staff and special education programs; assist in the operation (planning, directing, monitoring and implementation) of special education programs of the district, and perform other related work as assigned. Assure legal rights and processes are compliant with State and federal laws and mandates.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides support and advisory services to teachers, parents, administrators, and staff in the implementation, development and operation of programs for special education students.

Assists in the coordination of specific programs and staff serving students with special needs throughout the district.

Assists the director with providing mentorship, supervision, and evaluation of special education staff.

Has experience and knowledge of principles and techniques of writing and implementing individualized education programs (IEP), state curriculum, and instructional standards.

Assists with the development and implementation of training programs appropriate for special education staff.

Assist the director with litigious cases and participate in IEP meetings or cases involved in Due Process.

Assists in recruitment, selection, training, and supervision of para-professionals and special education staff.

Assists with the monitoring of SEIS (Special Education Information Systems) and maintain all due process time lines and any other state mandated regulations for which compliance is required.

Assist the director with self-review exercises and activities to ensure district compliance of federal and state regulations pertaining to special education.

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Assists with the identification and implementation of grants and other funding sources for augmenting the program's services and instructional practices.

Interprets/disseminates/informs staff regarding laws, rules, regulations and other information for the purpose of ensuring legal compliance.

Knowledge of due process proceedings, SARB and Expulsion process and procedures

Perform other duties as assigned or designated to perform in the absence of the Director of Special Student Services.

Provide crisis or emergency psychological services to students or staff in accordance with established laws, codes, rules and regulations.

Operate a computer and assigned software programs; operate other office and technology equipment as assigned; drive a vehicle to conduct work and make home visits as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

IDEA, family and student privacy rights, and other laws, codes and regulations related to assigned special education activities.

Psycho-educational and behavior intervention and assessment techniques.

Counseling techniques, including grief counseling, behavior consultation and conflict resolution.

IEP preparation and implementation methods and procedures.

Appropriate referral agencies.

Child psychology and developmental milestones.

Autism spectrum and conduct disorders behavioral patterns.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform professional evaluations of psychological, social and educational needs of students.

Develop, write and implement comprehensive plans for special education students.

Utilize various testing techniques, materials, equipment and instruments.

Counsel effectively with students and parents.

Prepare and maintain confidential records and files.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Master's degree in required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential or in the process of obtaining one.
Valid Pupil Personnel Services Credential with authorization in School Psychology.
Five years or more experience working in special education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting and standing for extended periods of time.

HAZARDS:

Exposure to dissatisfied or abusive individuals.