

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL PSYCHOLOGIST**

#### **BASIC FUNCTION:**

Under the direction of the Director-Special Student Services, provide support for the Special Education programs, services and students; assure legal rights and processes are in compliance with State and federal laws and mandates; conduct psycho-educational and functional behavior assessments to determine eligibility for special education services; provide psychological services for students and families at an assigned school site.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Conduct psycho-educational and functional behavior assessments to determine eligibility for special education services; prepare, update and submit reports regarding student eligibility for services as appropriate; conduct observations and evaluations with students and staff.

Develop comprehensive behavior intervention plans; identify areas of need and outline plans to decrease inappropriate behavior while increasing replacement behaviors.

Conduct threat assessments; determine whether or not is a threat to themselves or other students or staff at school; identify appropriate course of action and notify relevant authorities in appropriate cases.

Provide school based services including manifestation determination meetings, individual and group counseling services, skill building, and other appropriate services; conduct informal classroom observations and assessments; observe students in classroom environments and provide support and suggestions for students in need of intervention.

Provide consultation to students, parents, administrators and others regarding behavioral functions, interventions, proactive programs, special needs and other psychological accommodations; counsel students regarding academic, social and emotional development strategies and general vocational goals.

Score, interpret and explain test findings to parents, students and staff; discuss recommendations and plans to assist student success; refer students to outside agencies including head start, bright futures, mental health services, medical services, child welfare services and other agencies in accordance with applicable laws, codes, rules and regulations.

Participate as a member of various teams including Individualized Education Plan (IEP), Student Study Team (SST), and Positive Behavioral Interventions and Supports (PBIS); serve as behavioral specialist at meetings; attend various District meetings related to Special Education activities and programs; serve on the District expulsion panel as directed; attend and conduct staff trainings related to assigned activities.

Provide crisis or emergency psychological services to students or staff in accordance with established

laws, codes, rules and regulations.

Prepare and maintain a variety of narrative and statistical reports, records and files related to students, assessments, testing protocols, and other assigned activities.

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:**

Any combination equivalent to: master's degree in school psychology or related field and three years increasingly responsible counseling or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Pupil Personnel Services Credential.  
Valid California Class C driver's license.

**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.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

