



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: School Psychologist

REPORTS TO: Director of Special Education

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: SDO + 15 days

SALARY: Certificated Teacher Salary Schedule

BOARD APPROVAL: October 17, 2022

EFFECTIVE DATE:

JOB SUMMARY:

Conduct psychological assessment of high school students, collaborate and/or consult with parents, teachers, counselors, & administrators concerning students. Participate in IEP team and school site committee meetings. Write required psycho-educational summaries, other reports, and relevant correspondence. Observe due process procedures & right of privacy regarding confidential information. Provide other school psychological services as appropriate.

JOB ESSENTIAL FUNCTIONS:

1. Conducts psychoeducational assessments and determines eligibility for special education for students who reside in the District.
2. Consults with teachers and school staff in development and implementation of classroom methods and procedures to facilitate students' learning.
3. Consults with parents to assist in understanding learning and adjustment processes of children and how parents can best help the child at home
4. Serves as a member of IEP teams for initial placement, three-year reevaluations and change of placements. Acts as administrative designee at IEP meetings on an as needed basis.
5. Consults with school staff in formulating learning goals and objectives for all students, and development of interventions to facilitate learning.
6. Writes psychoeducational reports that organize information about a student to assist school staff in formulating appropriate plans for education and behavioral management.
7. Assists school staff in the formulation of behavior intervention plans.
8. Provides appropriate in-service training and consultative services to school staff to better understand behavior and learning patterns of students.
9. Maintains professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.
10. Provides counseling and crisis intervention to students as needed.
11. Provides all other psychological services needed and approved by the Director of Special Education.

QUALIFICATIONS:

Education/Training Experience:

- Pupil Personnel Services Credential – School Psychology

QUALIFICATIONS (cont'd):

Education/Training Experience:

- Strong organizational skills with the experience of balancing multiple tasks at one time; outstanding time management skills
- Strong critical thinking and problem solving skills
- Strong interpersonal and communication skills
- Ability to think at both a big picture and detailed level
- Ability to work in a fast-paced, ambiguous and changing work environment
- Ability to work with regular and special education teachers, administrative personnel and classified staff

Knowledge of:

- Normal and atypical development in adolescents
- Educational evaluation and assessment techniques

Physical Demands/Working Conditions:

- Ability to sit for long periods of time;
- Ability to read fine print;
- Ability to operate a computer keyboard;
- Ability to stand, reach, bend, lift, kneel and squat;
- Ability to lift up to 20 pounds;
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.
- Maintain a valid California Driver's License

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind

based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.