



SCHOOL PSYCHOLOGIST

PRIMARY FUNCTIONS:

Under the supervision and direction of the Executive Director of Special Education, the school psychologist is responsible for administering psychoeducational assessments, writing psychoeducational and multidisciplinary reports, and recommending appropriate intervention strategies as part of the pre-referral process. The school psychologist also provides services to pupils, parents, and school staff for the purpose of providing a positive learning environment, and promoting better pupil adjustment and academic achievement in both special education and general education classrooms.

GENERAL DUTIES AND RESPONSIBILITIES:

- Administer initial and triennial evaluations
- Write and present psychoeducational and multidisciplinary reports
- Administer and interpret the results of individual psychoeducational assessments including instruments of ability, processing, achievement, adaptive behavior, autism, health impairments and social/emotional functioning
- Perform diagnostic studies of reading and other learning disabilities
- Develop behavior support plans for students demonstrating inappropriate school behavior; conduct functional analysis assessments of behavior for special education students and general education students with complex or severe behaviors in accordance with legal requirements under both state and federal law
- Create, organize and maintain accurate records, and protect the confidentiality of those records and related information
- Gather and analyze data to produce state, federal and local reports, as required
- Consult with school administration and site Student Study Teams regarding appropriate learning objectives for children, planning of developmental and remedial programs for students in regular and special school programs, and the development of educational experimentation and evaluation
- Participate in scheduled IEP meetings and other district and Special Education Department meetings
- Psychological counseling and other therapeutic techniques with children and parents, including parent education
- Facilitate on-going group and individual counseling for general school populations
- Provide short-term counseling
- Counsel with students and/or parents when needed
- Provide crisis counseling for students, parents, and staff followed by referral to appropriate agencies as warranted
- Represent the District at assigned conferences, meetings and workshops to maintain current knowledge of regulations and requirements affecting assigned areas.
- Provide in-service training for administrators, teachers, parents, paraeducators, and clerical staff on a variety of topics related to student management, student development, communication skills, risk assessments, identification of students with special needs, and individualized teaching strategies and techniques

- Other duties and responsibilities consistent with the primary functions may be assigned

REQUIRED QUALIFICATIONS:

Education -

- Master's Degree
- Valid Pupil Personnel Services Credential – School Psychology

Experience –

- Previous experience as a school psychologist, or the equivalent of three years of experience as a case manager for social and behavioral health clients, classroom teaching, or school counseling
- Three years of experience working with foster and homeless youth and families; prevention and treatment programs for youth and adults experiencing mental illness, addiction or other social, emotional, and behavioral issues
- Prior experience writing grants and directing programs related to school safety, students' physical and mental wellness, and supports to foster youth and homeless youth and families

DESIRABLE QUALIFICATIONS:

Knowledge of -

- Planning, organization, control and direction of an organizational unit involving one or more professional activities
- Federal and State requirements and regulations affecting the education of students with special needs and/or students experiencing trauma
- Procedures, trends, regulations and laws associated with students with special needs, suicide prevention, student mental health, and related education issues
- Principles, techniques and strategies for collaboration, participating in team decision-making, and providing oral reports in a small group setting
- Educational system and planning, including district, school and classroom operations and administrative procedures
- Proper report writing, document construction and editorial enhancement techniques
- Proper English usage, spelling, grammar, vocabulary and punctuation
- Community organizations and resources

Ability to –

- Understand and carry out both oral and written instructions independently
- Work collaboratively and communicate effectively as part of a team, as a group facilitator or workshop trainer

- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain confidential reports, assessments and other records related to student programming and educational placement
- Maintain office wide professional standards of conduct (model core values)
- Understand and use a variety of computer applications and appropriate software, based on assignment
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, and other community stakeholders

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information

WORK ENVIRONMENT

The primary work location is a general office setting housed at a school site. Noise levels in this setting range from quiet to moderate. The employee travels between school sites, classrooms, and public agency locations. As necessary, the employee may meet in residential settings with students and their parents/guardians. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: July 1, 2019

Formal Review: June 24, 2019

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed