Duties and Responsibilities of District School Psychologists

The District School Psychologists are responsible to the Assessment Center Administrator, and/or to the administrator of the Special program(s) to which they are assigned (when so assigned).

The duties and responsibilities of the District School Psychologists are as follows:

1. to take leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching as well as promoting individual social and emotional environment.

2. to administer tests, prepare case histories, records, and reports for the purpose of enhancing the students' educational experience. Provide assessment services to all children from birth to 22 years of age who are suspected of having a handicapping condition and reside within the Mt. Diablo Unified School District. Observes in the classroom, recommends program placements, and assists in the instructional planning and location of other public or non-public facility, as appropriate. Ensures that requirements of State and Federal Regulations are met.

3. to provide individual and group counseling, parent training, and consultation including mandated Designated Instruction and Services (DIS).

4. to assist administrators with the evaluation of district guidance policies, procedures, and practices with emphasis on assessment, instructional planning and due process.

5. to assist in monitoring students placed in public and private schools by the MDUSD.

6. to provide consultation in the interpretation and use of test data for school personnel and parents.

7. to assist administrators, instructional and classified staff and parents in MDUSD schools in the prevention and correction of learning and behavior problems through consultation, assessment, instructional planning, incorporating due process procedures.

8. to conduct district-level guidance inservice programs for district classified and certificated personnel to include assessment, instructional planning and due process procedures.

9. to consult with instructional staff and administrators in matters pertaining to programs and/or problems of guidance, including confidentiality, the referral process, the assessment procedure, ethics, etc.

10. to assist in developing and evaluating education programs, which may include group testing, and research and development practices.

Dutie nd Responsibilities ofDistrict School Psychologists (Cont.)

11. to assist instructional staff and administrators with techniques for gathering student information in a planned systematic way to insure effective use of guidance data utilizing due process procedures.

12. to function as a School Psychologist on Special Assignment to district programs as assigned.

13. to serve as liaison to community agencies, private schools and other professional persons and groups.

14. to assist the school and/or program to which assigned in developing parent education programs as requested.

15. to supervise, advise and evaluate the work of interns in school psychology.

16. to develop cooperatively with the administrator of the program to which assigned a statement of specific duties related to that assignment.

17. to do necessary and assigned scheduling, record keeping and other tasks as needed.

18. to attend job-related meetings and perform additional duties specified by the Assessment Center administrator, and/or the administrator of the special program(s).

19. to serve on district-level committees as assigned by the Assessment Center Administrator.

20. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.