SCHOOL PSYCHOLOGIST

Definition:

To provide psychological services to the Sonoma County Office programs, including testing, counseling and consulting to assist in meeting the social, emotional and educational needs of students with disabilities and suspected disabilities.

Distinguishing Characteristics:

- Administers and interprets psychological assessments of students.
- Provides recommendations regarding the evaluation and placement of students.
- Consults with teachers, administrators, specialists, agencies and parents.
- Counsels students and coordinates behavior management programs.
- Provides training to other educational staff.
- Performs related duties as assigned.

Supervision Exercised and Received:

General direction is provided by the Director or Principal of the assigned program.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Conducts psycho-educational assessments of students with disabilities and suspected disabilities; participates in resulting Individualized Educational Program (IEP) meetings; interprets psycho-educational assessment results; works as part of a team to determine special education eligibility and develop an Individual Education Program, as appropriate, makes placement and program recommendations.
- Facilitates IEP meetings as required.
- Writes coherent and comprehensive individual behavior plans as required.
- Provides written reports analyzing, interpreting and summarizing test results, observations and information from school personnel, students and parents.
- Acts as liaison between public and private agencies and county programs.
- Develops, coordinates, and provides in-service training to staff, parents and agency personnel.
- Maintains professional competencies in areas of responsibility, maintains contact with, and participates in professional job related organizations and serve as a liaison to professional groups.

- Plans, organizes, and implements programs in cooperation with the county office, other agencies and consultants in surrounding regions.

Employment Standards:

Knowledge of:

- Federal and State laws, codes, regulations and requirements pertaining to areas of assigned responsibility for special education.
- Principles, practices, methods and strategies applicable to special education curriculum development and strategies for implementation.
- Psychological and educational techniques, tests, materials, methods, theories and trends in assessing and identifying student learning and behavior characteristics.

Ability to:

- Counsel students and parents in individual and group situations.
- Elect appropriate assessment instruments and methods of assessment.
- Write coherent and comprehensive psychological reports.
- Establish effective working relationships with staff, district personnel, other agencies and the public.
- Provide training to staff, parents and other agency personnel.
- Work effectively with challenging student behavior.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use tools to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Education:

- Masters Degree from an accredited college or university with an emphasis in educational psychology or closely related field.
- Advanced training or specialization in at least one area of school psychology (i.e. bilingual, behavior modification or counseling).

Experience:

- Prefer one (1) year of work as a school psychologist (intern year will be considered) with students with severe disabilities.
- Bilingual (Spanish) preferred, but not mandatory.

Credentials:

- A valid California Pupil Personnel Services Credential with School Psychology Authorization is required.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
- Proof of TB test will be required upon employment.

- Must pass a pre-employment physical prior to employment. Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential job duties with or without reasonable accommodation.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- A mandatory employment disclose by all former employers for the AB2534 must be completed prior to employment.

Other:

- Revised: August 5, 2026
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services