

SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION

June 2009

School Psychologist/Program Specialist

REPORTS TO: Director of Special Education and Pupil Personnel

WORK PERIOD: 197 Days (11 Months)

SALARY: School Psychologist (197 Days) Salary Schedule

PRIMARY PURPOSE:

To assist the Director of Special Education and Pupil Personnel and the Coordinator of Special Education to plan, develop, and supervise the effective delivery of special education and related services.

ESSENTIAL JOB DUTIES:

1. Conducts all necessary assessments of special education students, and referrals made for general education students, and interprets results to parents, school staff, administrators, and other school staff involved with child as needed.
2. Provides educational recommendations verbally and in a written report, and provide additional information as required per education code in a timely manner.
3. Participates in the development of the Individualized Education Program (IEP) for children placed in special education programs or receiving special education services, observe students and programs to help determine needs and identify appropriate placements, and monitor the provision of agreed-upon services.
4. Acts as liaison between schools and other community agencies dealing with children, act as administrative designee or district representative in IEP team meetings for non-public, inter-district, County Office of Education and state schools; monitors and evaluates the provision of programs and services; evaluates student progress; safeguards the rights of students and parents and the interests of districts and agencies.
5. Administers placements and articulation of special education students within, into, and out of district, SELPA-wide, County Office of Education programs and Non-Public Schools.
6. Collects and analyzes data to determine the effectiveness of programs and program delivery systems, and identifies program needs.
7. Manages assigned special education programs to assure compliance to State and Federal regulations.
8. Chairs and/or serves as a member of Individualized Educational Program (IEP) team meetings.

9. Supervises and evaluates special education staff as assigned by the Director of Special Education and Pupil Personnel.
10. Assists with the recruitment, interviewing, and hiring of certificated and classified staff.
11. Advises, counsels, and assists administrators and district staff to ensure thorough and complete communication relative to the special education programs.
12. Attends and/or facilitates various Special Education department/SELPA staff meetings.
13. Provides staff development to site administrators, teachers, instructional assistants, and other staff members when assigned.
14. Performs other related responsibilities as assigned.

LOCATION:

District Office.

WORKING CONDITIONS:

Works collaboratively with all District Office department and school site personnel.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Demonstrate leadership skills.
- Demonstrate knowledge of special education funding sources, constraints, and impact.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations, laws, state and federal mandates related to special education and student services.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

Education and Experience

Master's Degree (Required).

Previous administrative/leadership experience.

Successful experience within the field of special education and/or school psychology.

Experience with community agencies dealing with children and adolescents with special needs.

Possess knowledge in the areas of autism, emotional disturbance, mild-moderate and moderate-severe handicaps.

Licensing and Certification

Valid California Pupil Personnel Services (PPS) credential in School Psychology (Required).

Valid California Administrative Services credential (Desirable).

Valid California Driver License.

EVALUATION:

Evaluation responsibilities are assigned to the Director of Special Education and Pupil Personnel.

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.