

ORCHARD SCHOOL DISTRICT Job Description

TITLE:	School Psychologist	DEPARTMENT:	School Site
CLASSIFICATION:	Certificated	WORK YEAR:	185 Days or Additional days as needed
REPORTS TO:	Special Education Coordinator	SALARY:	Salary Schedule + Additional days at per diem

SUMMARY

Provide psychological services for the purpose of measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological studies; interpreting and applying state and federal codes; managing school based strategies and interventions to address the special education needs of eligible students. The School Psychologist coordinates and provides psychological services to students with disabilities including assessment, counseling, and consulting activities; assists administration, staff and parents in meeting the educational needs of students, including the coordination of behavior management programs.

DUTIES AND RESPONSIBILITIES

- Facilitate and participate in the referral to placement processes to certify and assure students meet eligibility criteria for placement and services.
- Serve as a member of the IEP team and facilitate IEP meetings as required.
- Evaluate students according to approved assessment plans; utilize appropriate instruments/tests, observations, records and interviews; provide scheduled review testing and additional review testing as appropriate.
- Prepare written reports of each student assessed; maintain reports and test records in confidential files; analyze and interpret assessment findings for staff, parents, and other authorized persons as necessary.
- Communicate and consult with special education staff, district level staff, administrators, counselors, parents, students, health services providers, and other human services professionals for the purpose of coordinating available information and services to individual students; communicate with directors to assess, prioritize and plan for program needs.
- Prepare and maintain a variety of records and reports related to assigned programs, students and related services and activities; develop and implement various systems for organization of mandated paperwork and processes.
- Provide in-service training to parents and staff as needed.
- Provide counseling and crisis intervention for students and families; support staff during crisis situations; conduct home visits as needed.
- Evaluate pupils with behavioral difficulties, perform functional behavioral analyses and assist in the development of behavior intervention plans.

- Assist with the Student Study Team and referral for behavior analysis.
- Attend and participate in various meetings; attend workshops, conferences and classes as directed; participate as a member of consultation and other teams or committees; attend teacher's meetings as needed; make presentations as assigned.
- Operate a computer and assigned software; operate other standard office equipment as assigned; drive a vehicle to various sites to conduct work.

OTHER DUTIES

- Maintain current knowledge of trends and developments in the area of psychology, counseling or other areas of assignment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Techniques and methods of assessment, diagnosis, planning, intervention and evaluation.
- Principles of child development.
- Principles and techniques used in behavior analysis and the development of behavior intervention plans.
- Community agencies and referral resources.
- Applicable federal, State and local laws, codes and regulations including mandates related to Special Education programs.
- Report-preparation and record-keeping techniques.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Operation of a computer and assigned software.

Ability to:

- Coordinate and provide psychological services to students with disabilities including assessment, counseling, and consulting activities.
- Coordinate services with multiple agencies.
- Facilitate meetings with parents and staff.
- Consult with team members regarding a child's needs and education program intervention and plans.
- Develop and implement various systems for organization of mandated paperwork and processes.
- Interpret and apply policies, procedures, codes and regulations related to assigned programs and functions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interact effectively and sensitively with individuals from diverse backgrounds and demonstrate an understanding, patient and receptive attitude toward children.

- Maintain confidentiality of student information.
- Prepare and maintain accurate records and reports in accordance with applicable standards.
- Communicate effectively both orally and in writing.
- Make oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

WORKING CONDITIONS

ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is occasionally quiet to moderate. Duties are performed indoors and outdoors.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes or books and AV/VCR carts. The employee is directly responsible for the safety and well-being of individuals under his/her supervision. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

CREDENTIAL REQUIREMENTS:

- California Pupil Personnel Services Credential
- School Psychology Authorization
- BICM preferred

PREFERRED QUALIFICATIONS:

- Bilingual in Spanish or Vietnamese
- Board Certified Behavioral Analyst Certificate

Approved: 8-27-13; Revised 6-16-15

Signature: _____