

North Monterey County Unified School District

POSITION DESCRIPTION UPDATED

Position Title: **School Psychologist**
Salary Level: Psychologist/Nurse/Speech & Language Pathologist Salary Schedule
Reports to: Director of Special Services
Calendar: Certificated 193 Days

SUMMARY:

Under the general direction of the Director of Special Services, the school psychologist serves as a consultant to the school community with regard to understanding and supporting treating learning and behavior problems needs with specific plans and recommends appropriate support and remediation for general education and special education exceptional children. The psychologist studies and assists pupils using various techniques including but not limited to conferencing, observation, psycho-educational assessments, and direct counseling services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PRE-REFERRAL INTERVENTION

- Consult with school staff on how to develop optimal learning environments
- Consult with school student support service teams concerning appropriate learning strategies and possible modifications and interventions to accommodate differences in learning styles
- Assist in development of behavior management and classroom management interventions and plans
- Consult with parents/teachers regarding the development of learning and behavior interventions for students including alignment of home support with school-based goals
- Provide professional development for staff and parents at school sites on educational disabilities, appropriate referrals, behavioral interventions and instructional accommodations and modifications
- Collaborate with other student support professionals to support student progress

ASSESSMENT

- Conduct psycho-educational assessments in accordance with District, State, and Federal requirements.
- Communicate/provide follow-up to staff and families regarding referrals within the mandated IDEA timelines
- Use a variety of assessment tools based on the reason(s) for referral and individual student needs (e.g., standardized, culturally sensitive, curriculum-based, portfolio, and authentic assessments) in accordance with child find laws
- Gather and analyze comprehensive assessment data in order to provide guidance on determination of special education eligibility.

- Conduct behavior based assessments, including Functional Behavior Assessments (FBA), and lead the development of a Behavior Intervention Plan (BIP), as appropriate
- Complete all assessments comprehensively within the mandated IDEA timelines
- Attend and present the results of a comprehensive evaluation report at the subsequent Individualized Educational Program (IEP) team meeting
- Make recommendations to the IEP team based on the findings of each assessment and specific to the identified disability(ies) as it relates to classroom performance and access to core curriculum.
- Ensure that assessment results/reports are presented in a manner that is accessible to parents and other professionals and clearly articulates the strengths and needs of the student
- While conducting assessment, consider all suspected areas of disability and gather enough data to rule-in and/or rule-out the eligibilities with consideration of linguistic, cultural and other factors that impact students and assessments

SERVICE DELIVERY

- Provide direct individual and/or group Designated Instructional Service (DIS) counseling to students per the IEP
- Based upon data gathered via an evaluation, write social-emotional and/or behavior-based IEP goals that address a student's area of identified need
- Monitor implementation of interventions and evaluate student success/progress and provide formal updates on DIS-related IEP goals
- Attend and participate at IEP meetings whereby social-emotional and behavior-based needs are known to impact a child's education progress
- Participate in site-based Crisis Response Teams
- Attend and participate in Manifestation Determination meetings and review the student's IEP file in order to provide meaningful input to the team

ADDITIONAL EXPECTATIONS

- Employ best practices by keeping current in the profession through attending professional developments and engaging in dialog with others
- Be knowledgeable of all federal regulations and state laws as it relates to this field (e.g. timelines, assessment requirements, IEP meeting documentation, etc.)
- Adherence to state/federal regulations and clear working knowledge of all criteria for Special Education Eligibility categories assessed by School Psychologist.
- Assist with referrals to community agencies as appropriate to support families
- Attend and facilitate (as designated) IEP meetings
- Attend all monthly school psychologist staff meetings and other site meetings as required
- Maintain the confidentiality of students and their families: records; reports; notes; conversations; meetings; and testing situations
- Perform other related work duties as required.

REQUIRED QUALIFICATIONS

Education:

- Master's degree or advance degree of equivalent from an accredited college or university
- Appropriate Pupil Personnel Services Credential

Experience:

- Previous experience performing psychological services in a school environment
- Previous experience working effectively with culturally and linguistically diverse groups

License and Certifications:

- California Driver's License with evidence of insurability
- Valid First Aid and CPR certification within six months of employment

Desired Qualifications:

- Bilingual preferred (Spanish speaking)

Knowledge of:

- Appropriate referral agencies and community resources.
- Individual and group coaching techniques.
- Record keeping and report writing techniques.
- Oral and written communication skills.
- Operation of a computer and assigned software.

ABILITY TO:

- Stimulate and motivate cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with students, program personnel, parents, vendors, co-workers, and the public.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and carry out assigned work with minimal supervision.
- Take responsibility to use good judgment in recognizing scope of authority.
- Analyze situations accurately and adopt an effective course of action.
- Learn, plan, formulate and execute federal, state, District, and departmental policies, procedures and directives, in accordance with assigned duties.
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Make referrals to other community resources, support groups, and social service agencies as appropriate.
- Perform under a varied work schedule with ability to remain flexible and focused during interruptions and distractions.
- Maintain records and prepare various reports, including confidential materials.
- Counsel effectively with students, staff and parents.
- Communicate effectively both orally and in writing.
- Maintain neat, accurate records and prepare reports.
- Plan and organize work and work independently
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Manage multiple unrelated tasks and meet schedules and timelines.
- Effectively and actively listen.
- Operate a variety of office equipment including a computer and assigned software.

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position, manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move in an emergency situation; physical mobility sufficient to move about the work environment (office, district, community) drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draws valid conclusions, make valid judgments and decisions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors, outdoors and within the community for home visits. The noise level is usually mild to moderate. Drive vehicle to conduct work.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: 3/25/2021

Revised: 3/25/2021