YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL PSYCHOLOGIST

BASIC FUNCTION:

Under the direction of the Principal, coordinate and provide psychological services to students with disabilities including assessment, counseling, and consulting activities; assist administration, staff and parents in meeting the educational needs of students; chair and participate in IEP meetings.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide psychological services to students with disabilities, aged birth to twenty-one, including assessment, counseling, and consultation activities; assist administration, staff and parents in meeting the educational needs of students; facilitate and participate in the referral to placement processes.

Chair Individualized Education Plan (IEP) meetings or participate in IEP meetings as assigned; disseminate assessment results; certify and assure students meet eligibility criteria for placement and services; assist in developing individual student goals and objectives; assist in recommending program placement; assist with the referral placement process and transition IEP's as appropriate.

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 complete reports of each student assessed; maintain reports and test records in confidential files; 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.

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.

Assist with the Student Study Behavior Team, FAA, BIP development and referral for behavior analysis.

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.
Prepare and maintain accurate records and reports in accordance with applicable standards.
Maintain confidentiality of student information.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in school psychology or special education and counseling and some counseling or teaching experience, including some experience in assessing and working with severely handicapped students, aged birth to twenty-one.

LICENSES AND OTHER REQUIREMENTS:

Valid appropriate California Teaching Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office, classroom and playground environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and observe students.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects including test equipment.

HAZARDS:
Occasional physical escorts and management of aggressive student behavior.