

SAN CARLOS SCHOOL DISTRICT

PSYCHOLOGIST

BASIC FUNCTION:

Under the general direction of the Director of Special Education and the Assistant Superintendent of Educational Services while performing services at the school site, provides psychological services to schools including testing, counseling, and consulting to assist them in meeting the educational needs of pupils.

ESSENTIAL DUTIES:

1. Acts as case manager as needed for teams that require guidance and support around behavioral, social, and mental health concerns
2. Prepares written psycho-educational evaluations: Selects and administers age appropriate assessment methods and materials in order to determine the needs of the student. Consults with teachers and other school personnel to obtain information regarding the reason for referral. Gathers background information on the student's psychological history by conducting behavioral observations, making home visits as appropriate, conducting interviews, and reviewing school records. Clearly synthesizes and interprets assessment data in verbal and written reports, recommends most appropriate educational services that answer referral question(s) and explains relationship of data to decisions made, and develops goals to address areas of need as part of the Individualized Education Plan (IEP).
3. Knowledge and experience with students with autism, emotional disturbance and overall social-emotional learning.
4. Serves as a member of the interdisciplinary assessment team assigned to each school and works as a team member in making placement decisions, developing intervention plans, and planning programs to meet the special needs of children.
5. Communicates case findings and recommendations to teachers and other school personnel as needed.
6. Completes appropriate functional assessments in timely manner, writes clear, concise positive behavior intervention plans and progress reports using data to support rationales, presents reports in interdisciplinary and IEP team meetings within prescribed timelines.
7. Promotes positive social and emotional environment conducive to teaching and learning by providing behavioral consultation, training and support to general education and special education staff
8. Consults with administrators, teachers, paraprofessionals, parents/guardians, related service providers and appropriate others to provide support for implementing programs for challenging students on student-by-student basis; mediates conflicting opinions in supportive, positive, respectful manner
9. Serves as a resource to teachers and staff regarding psychological services and the academic/psychological needs of students.
10. Conferences with and provides information, support, and counseling to parents/guardians of students.
11. Provides in-service training and workshops for teachers, staff and parents regarding mental health issues and proper procedures for the identification and referral of students.
12. Participates in school-level Student Study Teams to recommend support strategies and interventions, advise on non-promotion, acceleration and placement alternatives within the school.
13. Conducts specialized individual and group counseling sessions to address specific emotional, social, and behavioral needs of students.
14. Serves as a liaison between district staff, parents, private counseling facilities, medical doctors and community resources such as social services, court services, and family service agencies.
15. Provides follow-up support and periodic re-evaluation services as necessary.
16. Acts as a member of the school crisis team to provide intervention to students as necessary.
17. Models nondiscriminatory practices in all activities and enhance staff understanding and responsiveness to diverse cultures and backgrounds
18. Keeps abreast of developments and research in the field of school psychology and shares with colleagues.
19. Knowledge of school-wide positive behavior supports
20. Provides other services and duties as needed and assigned.

ABILITY TO:

- Communicate in writing for the purposes of composing the required reports and other correspondence.
- Communicate orally sufficient to express ideas, thoughts, and instructions clearly to parents, community and staff.
- Conducts potentially volatile parent, student and staff conferences.
- Handle stressful situations involving emotional students, staff and parents.
- Manage and prioritize multiple activities
- Collaborate effectively in inter-and intra- agency levels.
- Coordinate work and control assignments.

ABILITY TO (Continued):

- Work independently, to make sound decisions, and to evaluate the results of those decisions.
- Follow laws, rules, regulations and policies.
- Use computers and laptops and efficiently learn software as needed.
- Operate audio-video equipment as needed.

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- Master's degree
- Pupil Personnel Services credential authorizing School Psychology Services
- Four years work experience as a School Psychologist desirable

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of computer equipment.
- Walking or standing for extended periods of time.
- Seeing for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- Ability to conduct and understand verbal conversations.
- Hear normal range verbal conversation (approximately 60 decibels).
- Sit for extended periods of time.
- Ascend and descend steps.
- Understand and carry out written directions.
- Bend, twist, kneel and/or stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems.
- Perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Board Adopted: _____