

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: SCHOOL PSYCHOLOGIST**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Student Services, perform a variety of professional activities involved in the observation, assessment and treatment of mental health issues and problems among identified students with special needs; participate in the planning, development and implementation of related Individualized Education Plans (IEPs), behavior plans and educational goals and services; provide psychological counseling, consultation and eligibility services to students, families, faculty, administrators and others; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of professional activities involved in the observation, assessment and treatment of mental health issues and problems among identified students with special needs; provide psychological services to facilitate and enhance student learning, adjustment and performance in educational activities and special education programs.

Observe and interview students and conduct psychological assessments and evaluations; administer and interpret results of psychological assessment tests; identify, diagnose and formulate educational, treatment, developmental and remediation plans and strategies for various disabilities, disorders and other student issues; provide individual and group counseling to students and families.

Attend and participate in IEP, Management Team, Student Study Team and other assigned meetings and conferences concerning students with special needs; collaborate with faculty, staff and administrators in the formulation, development and implementation of IEP's, behavior plans and related services, goals, objectives and options.

Provide consultation and technical assistance to families, faculty, administrators and others concerning mental health, behavioral and educational issues and problems; provide detailed and technical information concerning related treatment, developmental, remediation, transition and intervention plans, programs, practices, procedures, techniques and strategies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; coordinate employee work assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures.

Determine eligibility for and recommend student placement in various special education programs and services; provide technical input concerning instructional and curriculum standards to enhance educational activities for assigned students.

Write concise and detailed reports concerning psychological observations, assessments and evaluations; prepare and distribute a variety of correspondence related to assigned caseload and psychological services.

Monitor and confer with teachers, administrators, students and families concerning the progress of students; visit classrooms to assist students, and monitor and assess student needs, behavior and progress; modify and adjust treatment, developmental and remediation strategies as appropriate.

Collaborate with administrators, faculty, staff, families and others in the resolution of educational and due process issues and conflicts; maintain current knowledge of and assist in assuring student educational services comply with applicable standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and collaborate with various school districts, outside agencies and health professionals in the treatment of student mental health issues and problems; facilitate student transition between County Office, school district and outside agency programs and services; refer students and families to various outside programs and services as appropriate.

Prepare and maintain a variety of logs, records, reports and files related to students, transition, behavior plans, medical billings, interviews and assigned activities.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize psychological testing instruments; drive a vehicle to conduct work.

Provide crisis intervention and counseling for students and families during crisis situations as needed.

Attend and participate in various in-services, committees and workshops as directed; develop, implement and conduct in-service training sessions for parents and staff as assigned.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles, practices, methods and procedures involved in the observation, assessment and treatment of psychological, behavioral and educational issues and problems among students with special needs.

Psychological practices, procedures and techniques involved in the interpretation, diagnosis and treatment of student disabilities and disorders.

Psycho-educational evaluation practices, procedures and methods.

Individual and group counseling techniques.

Practices, procedures and techniques involved in the development and implementation of IEP and behavior intervention plans and techniques.

Curriculum standards, interpretation and application in programs for students with various disabilities, disorders and other issues.

Applicable federal, State and local laws, codes and regulations including mandates related to

special education programs.  
Policies and objectives of assigned programs and activities.  
Record-keeping and report writing techniques.  
Interpersonal skills including tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.

**ABILITY TO:**

Perform a variety of professional activities involved in the observation, assessment and treatment of mental health issues and problems among identified students with special needs.  
Observe students and conduct psychological assessments, tests and evaluations.  
Identify, diagnose and formulate educational, treatment, developmental and remediation plans and strategies for various disabilities, disorders and other student issues.  
Provide individual and group counseling to students and families.  
Participate in the formulation, development and implementation of IEPs, behavior plans and related services, goals, objectives and options.  
Provide counseling and technical assistance concerning treatment, developmental, remediation, transition and intervention plans, programs, practices, procedures, techniques and strategies.  
Determine eligibility for and recommend student placement in various special education programs and services.  
Interpret, apply and explain various laws, codes, regulations, policies and procedures.  
Prepare and maintain detailed and accurate records and reports according to applicable standards.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Analyze situations accurately and adopt an effective course of action.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree psychology or related field and two years experience performing professional psychology duties in a school or clinical environment including work with children, adolescents and special education-related functions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Credential authorizing service as a School Psychologist.  
Valid California driver's license.  
Valid National Provider Identifier (NPI) or willingness to obtain.  
Valid Educational Psychologist licensure preferred.  
Qualified or willingness to qualify for Medi-Cal ORP Number preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work 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.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

**HAZARDS:**

Contact with dissatisfied and abusive individuals and aggressive student behavior.