

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Psychologist, School	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department/Site	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, manage and coordinate a comprehensive system of psychological assessment and primary mental health services to assist students to stay in school on target to graduate; coordinate and implement activities to ensure district policies are in compliance with state and federal laws; perform a variety of administrative functions to meet the needs of students, families, and sites.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Psychologist classification are assigned to work in one of the following specific areas:

School Psychologist - District
School Psychologist - Site Programs

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, manage and coordinate a comprehensive system of psychological assessment and primary mental health services to assist students to stay in school on target to graduate; provide academic and/or social, emotional guidance to students and families to expand practices proven to raise student achievement. *E*

Communicate and advise school administrators, school staff and other Special Education specialists regarding the application of federal and state laws in the assessment process to ensure compliance and consistency across the District. *E*

Evaluate students for intellectual and academic giftedness using the appropriate psychological instruments to assess and diagnosis specific needs of students in support of assisting students to learn at grade level and beyond; prepare psychological/legal reports including recommendations for each special need student; communicate and make referral to outside agencies or special services as appropriate. *E*

Participate in the development of goals and objectives for assigned programs in support of educating students at a high level to achieve their personal best; evaluate programs and make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with applicable federal, State, and local laws, rules and regulations. *E*

Supervise and manage school staff to ensure timely delivery of high quality and effective services; provide constructive feedback to improve staff effectiveness; provide for training and development of employees in support of professional learning. *E*

Develop, write and implement comprehensive Individual Educational Plans (IEP) for special education students; chair or participate in IEP meetings with teachers, families, and staff regarding outcomes and recommendations. *E*

Consult and work with families, school personnel and other District staff regarding student needs and instructional differentiation to improve learning in the classrooms. *E*

Supervise and evaluate graduate students from clinical, counseling, and school psychology programs. *E*

Direct and evaluate appropriate legal assessment for Limited English Proficient and minority students with special needs. *E*

Prepare and facilitate in-service and provide staff development to teachers, administration, and families; act as a resource, provide workshops and outreach opportunities to ensure students and families are aware of available programs to support students to learn at grade level and beyond; coordinate with other agencies to provide liaison and consulting services regarding psychological, mental health, educational and behavioral issues. *E*

Participate in Student Success Team and 504 meetings and implementations; ensure compliance with applicable federal, state, and local laws regarding Special Education, 504, bilingual issues and respond to Office of Civil Rights (OCR). *E*

Develop and manage the implementation of positive behavior intervention plans for students as well as determination for suspension. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in educational or clinical psychology, including at least one year of internship under the supervision of a credentialed school psychologist.

LICENSES AND OTHER REQUIREMENTS:

Valid School Psychologist Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of providing work direction and guidance to assigned personnel.
- Testing materials, instruments, equipment, practices, procedures and methods.
- Effective individual and group counseling techniques.
- Applicable laws, codes, policies, procedures and regulations.
- IEP preparation and implementation methods and procedures.
- Appropriate referral agencies.
- Accurate record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Cultural differences in student population.
- Labor Relations law and employee contracts.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and coordinate a comprehensive system of psychological assessment and primary mental health services.
- Perform professional evaluations of psychological, social and educational needs of students.
- Utilize various testing techniques, materials, equipment and instruments.
- Prepare and maintain confidential records and files.
- Analyze situations accurately and adopt an effective course of action.
- Communicate, understand and follow both oral and written directions.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Work confidentially and independently with little direction and many interruptions.
Maintain current knowledge of technological advances in the field.
Provide work direction and guidance to assigned personnel.
Demonstrate an understanding, patient, sensitive and receptive attitude toward diverse student population.
Plan and organize work to meet schedules and time lines.
Make presentations and deliver in-services in area of specialty.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to site leaders, coordinators, and staff in support of district goals and initiatives.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; lifting and carrying test materials; hearing and speaking to exchange information and make presentations; seeing to observe behavior and monitor students and activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions