

MONTEREY COUNTY OFFICE OF EDUCATION

SCHOOL PSYCHOLOGIST SPECIAL EDUCATION

CLASSIFICATION: Certificated Professional
SALARY LEVEL: P-5
WORK YEAR: 203

DEFINITION:

Under the direction of the Principal, the School Psychologist is responsible for performing psychoeducational assessment and diagnosis to determine eligibility, appropriate placement and the need for special education services for students with moderate to severe special need and students with other kinds of disabilities; performing a variety of professional activities involved in the observation and treatment of mental health issues and problems among identified students with special needs; participating in the planning, development and implementation of related Individualized Education Programs (IEPs), behavior intervention plans and educational goals and services; providing psychological counseling to students.

SUPERVISOR:

Principal of Special Education

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Perform psychoeducational assessment and diagnosis to determine eligibility, appropriate placement and the need for special education services for students with moderate to severe special need and students with other kinds of disability; perform a variety of professional activities involved in the observation, assessment, placement and treatment of mental health issues and problems among identified students with special needs; initiate and manage placement changes and referrals to other service providers
- 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
- 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; perform research

for program improvement and enhancement of student services

- Provide input concerning staff evaluations and support to staff through consultation and training as requested; provide consultation for management needs of paraprofessionals
- 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; provide consultation and assistance to families, faculty, administrators and others concerning mental health, behavioral interventions, placement changes, educational issues and problems; provide detailed and technical information concerning related treatment, developmental, remediation, transition and intervention plans, programs, practices, procedures, techniques and strategies
- Write concise and detailed reports concerning psychological observations, psychoeducational assessments and evaluations; prepare and distribute a variety of correspondence related to assigned caseload and psychological services; contribute to the multidisciplinary report according to defined procedures
- Collaborate with administrators, faculty, staff, 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
- Maintain current knowledge of and assist in assuring student educational services comply with applicable standards, requirements, laws, codes, regulations, policies and procedures; participate in special education local plan area data management system to complete multidisciplinary assessment report
- Prepare and maintain a variety of logs, records, reports and files related to students, transition, behavior plans, interviews and assigned activities
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns
- Provide crisis intervention and counseling for students and families as needed
- Provide group social and behavior skills instruction as needed
- Participate in various IEP meetings, Management Teams and Student Study Teams; collaborate with faculty, staff and administrators in the formulation, development and implementation of IEP's, behavior intervention plans and related services goals and objectives
- Attend other assigned meetings, conferences, in-services, workshops as directed, develop, implement and conduct in-service training sessions for parents and staff as assigned
- 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
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; 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 addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility

sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university in psychology or a related field
- Demonstrated responsible experience in a school psychologist position within a public school environment

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
- 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
- Current test administration and scoring
- Curriculum standards, interpretation, and application in programs for students with various disabilities, disorders and other issues

Skills and Abilities:

- 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 IEP's, behavior intervention 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 and 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

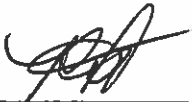
Desirable Qualifications:

- Bilingual/Biliterate in Spanish
- California Administrative Services Credential
- Ability to communicate in Manually Coded English (MCE), American Sign Language (ASL), Signing Exact English (SEE)

Licenses and Certifications:

- California Pupil Personnel Services credential authorizing services as a School Psychologist
- California Driver's License with evidence of insurability

Approved by:



Assistant Superintendent, Human Resources
or designee

030116

Date Approved: