



HUNTINGTON BEACH CITY SCHOOL DISTRICT

SCHOOL PSYCHOLOGIST

Established date: 11/1995

Revision date: 4/11/2017

BASIC FUNCTION:

Under the direction of the Director of Special Education, 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:

1. Provide psychological services to facilitate and enhance student learning, adjustment, and performance in educational activities and special education programs.
2. Observe and interview students and conduct psychological assessments and evaluations; administer and interpret results of psychological assessment tests; identify, diagnose and formulate educational, treatment, developments and remediation plans and strategies for various disabilities, disorders and other student issues.
3. Attend, participate, facilitate and act as LEA designee as assigned in IEP, 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 IEPs, behavior plans and related services, goals, objectives and options.
4. Provide consultations and technical assistance to families, faculty, administrator and others concerning mental health, behavioral and educational issues and problems; provide detailed technical information concerning related treatment, developmental remediation, transition and intervention plans, programs, practices, procedures, techniques and strategies.
5. Supervise and evaluate the performance of assigned personnel; coordinate employee work assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures.
6. Determine eligibility for and recommend student placement in various special education programs and services.
7. 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. Prepare and maintain a variety of logs, records, reports and files related to students, transition, behavior plans, medical billings, interviews and assigned activities.
8. 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.
9. 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.

10. Perform assessment, diagnosis, and consultation in accordance with federal and State legal guidelines for special education students including initial study, period re-evaluations, annual progress checks and written reports.
11. Coordinate and collaborate with other school districts, outside agencies and health professionals in the treatment of student mental health issues and problems; facilitate student transition between outside agency programs and services; refer students and families to various outside programs and services as appropriate.
12. Follow appropriate protocols and boundaries to communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
13. Provide crisis intervention and counseling for students, faculty and families as needed.
14. Participate, facilitate and attend professional development activities.
15. Conduct individual and group counseling as required by IEPs and the needs of the student population.
16. Other 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.
- 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 special education programs, including IEP processes and procedures.
- Record keeping and report writing techniques.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Operation of appropriate software programs and technology.

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.
- Work independently with minimal direction and supervision.
- Plan and organize work. Meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of operation.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master's degree, in psychology, education, clinical psychology or related field and one year of internship under the supervision of a credentialed school psychologist.

LICENSES AND OTHER REQUIREMENTS:

- Pupil Personnel Services Credential or valid California Credential authorizing service as a School Psychologist.
- Valid California driver's license.
- Willingness to pursue an administrative services credential.

WORKING CONDITIONS:

- Indoor office work environment. Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking to communicate with students, parents and faculty.
- Seeing to observe behavior of students and to read materials.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer or keyboard.
- Bending at the waist, kneeling, or crouching to assist students.

Hazards:

- Contact with dissatisfied individuals, exposure to students that display physically aggressive behavior or socially undesirable behavior.