

Job Description

Position Title:	SPED School Psychologist
Department:	Special Education
Reports To:	Director of Special Education
FLSA Status:	Exempt
School Classification:	Certificated
Position Classification:	Administrative Professional 3
Work Calendar:	210B
Travel required:	Regular
Position Location:	Remote Office

Innovative Education Management (IEM) is recruiting a School Psychologist in our SPED Department. Since 1993, IEM has been a successful leader developing and operating individualized learning independent study California public charter schools. We believe in honoring individual education choices; we believe that parents should have a choice in when, how, and where their children are educated.

As a founding charter management organization, it is IEM's goal to change the public education system. We are committed to empowering students, parents, and teachers by allowing them the freedom to make responsible and effective decisions and to create learning opportunities to enrich the lives of students by helping them become productive members of society and lifelong learners. Since its inception, IEM has served over 95,000 students across eight charter schools with expertise and passion in the areas of curriculum, educational resources, teacher training, technical support, and special services. Our three schools, each WASC accredited, currently serve over 6,500 TK-12 students throughout California.

Please visit us online at www.ieminc.org for more information.

POSITION SUMMARY: Under the direction of the Director of Special Education, the School Psychologist uses a variety of methods to evaluate the needs of enrolled students in an educational setting; performs psychoeducational assessments to determine appropriate programs and instructional processes to enable students to achieve improved academic progress, to help students in understanding and seeking solutions to social, emotional, and/or academic problems and issues, to serve as a resource pertaining to student behavior management and learning strategies, and welfare and attendance problems and concerns and to do other related functions as directed. The incumbent develops consistent dialogue, motivational relationships with students/parent-families, promotes school policies and the 'individualized' learning procedures. The incumbent is expected to remain calm under pressure, work cooperatively with team members and others to provide the highest level of service possible and work in accordance with the [Guiding Principles](#) of the organization.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Perform a variety of individual and group psychoeducational assessments and diagnosis of specific learning, emotional and behavioral disabilities;
2. Prepare recommendations pertaining to student remediation, placement in special programs and special interventions;
3. Consult and confer with instructional and administrative personnel in the development and implementation of instructional methods and procedures designed to facilitate learning and to overcome learning and behavioral disorders;

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4. Participate in parent conferences, pupil evaluation reviews and provide pupil profiles indication learning strengths and weaknesses;
5. Collaborate with General Education staffs in planning special programs, as needed. Consult with parents to further their understanding of the learning and emotional adjustment processes pertaining to their child;
6. Counsel pupils individually and in small groups using a variety of data gathering and therapy techniques;
7. Serve as a resource to other school personnel and members of the school community concerning youth services;

8. Assist in the development and monitoring of individual education programs for students with exceptional needs;
9. Assist in identifying school psychological service needs;
10. Plan and present, as requested, a variety of management related reports pertaining to school psychological service functions and activities;
11. May perform other duties commensurate with the functions and level of the position.
12. Act as administrative designee on Individual Education Program meetings as needed.

SUPERVISORIAL RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS:

- **Education:** Master's degree.
- **Credentials/Certifications:** California credential requirements
- **Experience:** Successful experience as a school psychologist, classroom teacher or counselor is desirable. General Pupil Personnel Services credential with authorization as a Psychologist, or equivalent, is required.

Additional Knowledge, Skills and Abilities:

- Proven record of integrity, collegiality and collaboration in working with colleagues at all levels.
- Must be self-directed and have the ability to effectively manage multiple priorities and complete assignments within established time frames.
- Communication skills (written and oral) to clearly, effectively and respectfully interact with diverse individuals; secure and/or provide information to clarify situations and resolve problems.
- Analytical/ problem solving skills to break down complex problems into component parts, make logical conclusions, and take appropriate actions. Recognize trends, key actions and underlying issues.
- Proven ability to assess issues and situations beyond 'face value' and the ability to probe beyond routine questions, identify, and resolve discrepancies in information.
- Proficient with email software, web applications, enterprise software, spreadsheet software, and word processing software.
- Physical Demands: Requires frequent sitting, standing, walking, talking and hearing in a standard office setting. Specific vision abilities required by this job include close vision to read printed materials and a computer screen with ability to adjust focus. May occasionally lift and/or move up to 20 pounds. The noise level in the work environment is usually moderate.

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POSITION TYPE: 100%

COMPENSATION: Competitive Salary

APPLICATION DEADLINE: [Until Filled](#)

BENEFITS: Along with competitive pay, IEM provides a generous benefits package that includes premium medical coverage, dental, vision and 401(k), FSA, over 20 holidays, and Paid Time Off (PTO) for those who qualify.

APPLICATION INFORMATION: The application materials should consist of:

- Application via EdJoin
- Letter of interest
- Current resume
- Unofficial copies of credentials, certifications, and/or transcripts reflecting the position requirements

Applications not accompanied with the above required materials will not be considered.

To be considered for hire, candidates must meet the minimum requirements including a successful interview and successful reference checks. Employment is contingent upon successful completion of Tuberculosis (TB) tests every four years; and passing the relevant Department of Justice (DOJ) background review.

Copies of transcripts should reflect completed course work and conferred degrees. All academic coursework and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

How to Apply:

Please apply at [EdJoin](#) by the deadline stated above. For additional information, please contact Human Resources at HR@ieminc.org.

Innovative Education Management prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity