

# EL CAMINO REAL CHARTER HIGH SCHOOL

*A California Distinguished School*

5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
818.595.7500 TEL; 818.710.9023 FAX

www.ecrchs.net

BRAD WRIGHT  
*Board Chair*

DAVID HUSSEY  
*Executive Director*

## JOB DESCRIPTION

<b>Job Title:</b>	School Psychologist
<b>Department:</b>	Student Support Services
<b>Reports To:</b>	Administrative Director, Student Support Services
<b>Location:</b>	ECRCHS Campus, Woodland Hills, CA
<b>FLSA Status:</b>	Non-Exempt

### Job Duties, Responsibilities, Qualifications, and Requirements

<b>Job Summary</b>	<p>Under the direction of the Administrative Director, the School Psychologist supports student achievement and success at both the individual and at the school level, providing expertise in mental health, learning, and behavior. The School Psychologist collaborates with families, teachers, counselors, administrators, and other stakeholders to help create a learning environment that is safe, healthy, and supportive for students and that strengthens the connections between home, school, and the community. The School Psychologist assesses the learning, development, and social-emotional needs of students through the Special Education program.</p>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Deliver a planned and coordinated program of psychological services</li><li>• Provide counseling, instruction, and mentoring for those struggling with social, emotional, and behavioral challenges</li><li>• Participate in the school's intervention process to support student success at school, including consulting with school personnel, parents, and others regarding concerns about student progress</li><li>• Conduct psychoeducational assessments of individual students to determine educational needs, learning characteristics, and social behavior relevant to educational placement and instructional planning</li><li>• Evaluate eligibility for Special Education services (within a multidisciplinary team)</li><li>• Assist in developing a written individual educational plan for students who are eligible for special education placement and/or service, including with the development of behavior support plans</li><li>• Increase achievement by assessing barriers to learning and determining the best instructional practices or accommodations to support student success</li><li>• Identify and address learning and behavioral problems that interfere with school success</li><li>• Promote wellness and resilience by reinforcing communication and social skills, problem solving, anger management, self-regulation, and self-determination</li><li>• Work with teachers and multidisciplinary teams to design and implement academic and behavioral interventions</li><li>• Work with teachers and multidisciplinary teams to design and implement student progress monitoring systems</li><li>• Work with teachers and multidisciplinary teams to identify and resolve academic, social, and emotional barriers to learning</li></ul>

*The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.*

	<ul style="list-style-type: none"> <li>• Promote school policies and practices that ensure the safety of all students by reducing school violence, bullying, and harassment</li> <li>• Collaborate with administrators and multidisciplinary teams to support implementation of school-wide programs that help build and maintain a positive school climate conducive to learning</li> <li>• Participate as a crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury</li> <li>• Provide individual and group counseling services as indicated on IEPs</li> <li>• Maintain confidentiality regarding all school and health-related issues</li> </ul>
<p><b>Qualifications:</b> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</p>	
<p><b>Education and/or Experience</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree from an accredited college or university</li> <li>• Current valid California Pupil Personnel Services (PPS) Credential with an authorization in School Psychology</li> <li>• Master’s Degree in School Psychology or related field preferred</li> </ul>
<p><b>Knowledge &amp; Abilities – Minimum Requirements</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of current best practices for working with students with learning, behavioral, and emotional challenges</li> <li>• Knowledge of federal, state, and local Special Education legal requirements</li> <li>• Ability to communicate effectively, orally and in writing, with all stakeholders</li> <li>• Ability to work collaboratively with all stakeholders</li> <li>• Must have excellent time management and organizational skills</li> <li>• Working, proficient knowledge of Microsoft Office, Excel, Student Information Systems and other organizational technology</li> </ul>
<p><b>Work Environment</b></p>	<p>El Camino Real Charter High School is a campus environment consisting of over 3,000 students, faculty and staff. There is a moderate noise level, with schedule bells ringing throughout the day. This position requires interaction with students, parents, faculty, and staff on a daily basis.</p>
<p><b>Physical Demands</b></p>	<ul style="list-style-type: none"> <li>• Able to return to a task after interruption;</li> <li>• Sit or stand for extended periods of time, in both indoor and outdoor environments;</li> <li>• Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally;</li> <li>• Walking on campus required as needed.</li> <li>• Lifting, carrying, pushing or pulling moderately heavy objects. Must be able to lift a minimum of ten (10) pounds.</li> </ul>