

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resources
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

Lead School Psychologist/CCEIS Instructional Specialist

Title:	Lead School Psychologist / CCEIS Instructional Specialist	Reports To:	Director of Special Education
Department:	Special Education	Work Year:	204 Days
Classification:	Certificated Management	Salary	See Certificated Management Salary Schedule
Date Approved:	June 2022		

DESCRIPTION OF POSITION:

Under the direction of the Director of Special Education, the Comprehensive Coordinated Early Intervening Services (CCEIS) Instructional Specialist/Lead School Psychologist monitors, documents and creates Individual Learning Plans for students identified as target students in the CCEIS Plan, compiles and disaggregates data as it relates to CCEIS student outcomes. The CCEIS Instructional Specialist/Lead School Psychologist will evaluate psychologists and provide assessment, consultation, counseling, and social-emotional learning at all school sites, and will provide professional support, and guidance to School Psychologists and other designated staff.

REPRESENTATIVE DUTIES:

- Plan for and facilitate annual Individual Learning Plan meetings for the CCEIS target students.
- Establish infrastructure at each of the sites to address needs and monitor activities with the target students.
- Collect implementation evidence as it relates to the case management of the students identified as target students in the CCEIS Plan.
- Provide on-site support for the implementation and monitoring of CCEIS Plan Activities.
- Establish coaching relationships with the CCEIS implementation Team with the goal of improving instructional practices and improving student achievement.
- Facilitate collaboration and planning with the CCEIS Implementation Team.
- Collaborate with the special education administration in creating a comprehensive infrastructure for social-emotional and Educational Related Mental Health Services in the District.
- Conduct group and individual social-emotional learning and counseling sessions at various school sites.
- Collaborate and/or consult with stakeholders to facilitate students' learning and promote positive behavior and mental health for students with or without a disability.
- Review and ensure school psychologists' psycho-educational assessments and reports align with district assessment manuals, policies, and procedures.
- Collaborate with the Director/Coordinator to update the Special Education District Assessment Manuals
- Coordinate and manage the School Psychologist Internship Program.
- Evaluate school psychologists and provide professional support and guidance.
- Facilitate and organize ongoing professional development training to support school psychologists and additional mental health staff in the District.
- Coordinate, collect data, and prepare required District/SELPA reports.
- Comply with all federal laws, state statutes, Board policies, administrative rules, and directives.
- Perform duties as a district School Psychologist including plan and implement appropriate psycho-educational assessment of individuals referred at the screening, assessment, and re-assessment levels for the purpose of identifying students for special education.
- Determine appropriate tools to evaluate learning characteristics, attitudes, and social-emotional factors of referred students.
- Determine appropriate strategies to facilitate student success.
- Develop written reports which are effective in communicating the results of assessment and conclusions.

- Work cooperatively with staff to implement strategies to deal effectively with school-related problems.
- Participate as a member of a multidisciplinary team to determine appropriate educational programs for students.
- Maintain effective communication with colleagues to facilitate professional growth.
- Maintain current knowledge of legal issues affecting the practice of school psychology, and issues in special education and general education.
- Coordinate intervention strategies for the management of individual and school-wide crises.
- Perform related duties as assigned.

EDUCATION AND CREDENTIALS:

- Graduate training with a Master's Degree.
- Proven successful school psychologist experience.
- Earned Pupil Personnel Services Credential with School Psychology Authorization.
- Possess an Administrative Services Credential

KNOWLEDGE OF:

- Advanced knowledge of child development, cognitive development, and exceptionalities of students in general and special education (infancy to adult).
- Effective methods of communication, counseling, and group process.

ABILITY TO:

- Demonstrate effectiveness in developing and maintaining positive relations with others.
- Demonstrate effectiveness in planning, both personally and for programs.
- Demonstrate adherence to ethical standards for psychologists.
- Establish and maintain effective working relationships with a wide variety of groups and individuals.
- Prepare and present comprehensive, effective oral and written reports.
- Effectively advise appropriate personnel.
- Plan and organize work.
- Meet schedules and timelines.
- Operate a computer and other office equipment as assigned.

LICENSES


- Valid California Driver's License.

WORKING CONDITIONS: Environment: Office, school, community settings

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	2
Twist	3	Lift/carry 11-25 lbs	3
Squat	3	Lift/carry 26-40 lbs	1
Kneel	2	Lift/carry 41-100 lbs	1
Climb	1	Stand	3
Reach above shoulder	3	Walk	3
Grip/Grasp	3	Sit	3
Extend/Flex Neck	3	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Approved by: 
Gigi Patrick, Ed. D., Assistant Superintendent, Human Resources

Date: 6/22/22