

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SCHOOL PSYCHOLOGIST

Title:	School Psychologist	Reports To:	Director of Special Education
Department:	Academic Achievement & Accountability (AAA)	Work Year:	194 Days per year
Classification:	Certificated Management	Salary	See Certificated Management Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the direction of the Director of Special Education, the School Psychologist provides assessment, consultation, counseling and referral services to students, school staff and parents in order to enhance academic performance and address problems of adjustment.

REPRESENTATIVE DUTIES:

- Plan and implement appropriate psycho-educational assessment of individuals referred at the screening, assessment, and re-assessment levels for the purpose of identifying special needs. *E¹*
- Determine appropriate tools to evaluate learning characteristics, attitudes, social-emotional factors of referred students. *E*
- Determine appropriate strategies to facilitate student success. *E*
- Develop written reports which are effective in communicating results of assessment and conclusions. *E*
- Consult with students, staff and parents in order to assist them in understanding and more effectively dealing with school related problems. *E*
- Work cooperatively with staff to implement strategies to deal effectively with school related problems. *E*
- Participate as a member of a multidisciplinary team to determine appropriate educational programs for students. *E*
- Engage in consultation and referral activities with community mental health agencies and other related professionals on behalf of students with learning or adjustment problems. *E*
- Provide limited, short-term psychological counseling support for students with significant school adjustment problems. *E*
- Provide individual and group consultation services to assist in maximizing parenting skills. *E*
- Maintain effective communication with colleagues to facilitate professional growth. *E*
- Maintain current knowledge of legal issues affecting the practice of school psychology, issues in special education and general education. *E*
- Coordinate intervention strategies for management of individual and school-wide crises. *E*
- Perform related duties as assigned.

¹ *Essential duties as required by the American Disabilities Act*

EDUCATION AND CREDENTIALS:

- Graduate training with a Master’s Degree.
- Proven successful school psychologist experience.
- Earned Pupil Personnel Services Credential with School Psychology Authorization.
- Valid California Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES:

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 time lines.
- Operate a computer and other office equipment as assigned.

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	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	3
Reach above shoulder	2	Walk	3
Grip/Grasp	3	Sit	4
Extend/Flex Neck	3	Drive	4
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. The District is compliant with ADA requirements.

Approved by: Rose Peppin
Rose Peppin, Assistant Superintendent of HRS

Date: 1-22-07