

HUMBOLDT COUNTY OFFICE OF EDUCATION  
CERTIFICATED JOB DESCRIPTION

SCHOOL PSYCHOLOGIST



Garry T. Eagles, Ph.D.  
Superintendent

General Description

The School Psychologist shall report directly to the designated program administrator and assume responsibility for conducting a full range of educational assessment to determine whether or not a student qualifies for services according to the guidelines and criteria of IDEA and California Education Code. The School Psychologist shall observe, consult with and assist regular and special education staff as they implement effective individualized programs within the classroom. The School Psychologist shall also serve as a liaison between the school and various community agencies that provide services to children with special needs and their families.

Minimum Qualifications

1. Possess and maintain a valid California credential authorizing services as a school psychologist.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Possess specialized skills, experience and training in a variety of assessment instruments designed to evaluate educational achievement, ability, interest, modes of learning and related psychological conditions.
4. Demonstrate knowledge of and experience with various community resources associated with special needs youth and families.

Duties and Responsibilities

1. Conducts assessments as part of a multidisciplinary team indicated by the needs outlined in a student's referral from regular and special education staff and school administrators.
2. Assists the IEP Team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
3. Provides advice on establishing and maintaining a classroom atmosphere and environment which lessens the impact of the student's handicapping condition.
4. Provides leadership and advice to student study teams to monitor student progress and refer for assessment when needed.

5. Facilitates the student mainstreaming process by providing support services to the regular and/or special education classroom teacher including the development of positive behavior support plans.
6. Demonstrates methods, techniques and educational strategies to facilitate student learning.
7. Provides information to IEP and assessment teams regarding resources available to children and families and acts as liaison between school and various community agencies.
8. Acquires and disseminates information regarding innovative instructional methods/techniques and provides inservices to other staff as needed.
9. Assists in interpreting assessment data for developing/modifying instructional plans.
10. Provides individual and small group counseling when required as part of the assessment and follow-up process.
11. Advises school personnel on the appropriate utility and test result interpretation of standardized assessment instruments.
12. Assists in transition of students from program to program in keeping with goals identified by IEP Team.
13. Reviews IEP's for appropriateness and periodically updates assessment data pursuant to IDEA and California Education Code requirements.
14. Establishes and maintains comprehensive student/program files as required.
15. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
16. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
17. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
18. Effectively communicates with staff, parents, students and agencies.  
Attends regular and special staff meetings and actively participates as a member of the educational team.
19. Participate in the implementation of programs to address the social and affective needs of students (bullying, school violence, school safety) to promote positive school climates conducive to learning.

20. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
21. Provides crisis intervention assistance to students and staff by providing counseling, leadership and coordination with community agencies.
22. Performs other related duties.
23. Help develop plans for students to transition to and from school and community learning environments, such as residential treatment, foster care or juvenile justice programs.
24. Demonstrate strong interpersonal skills and the ability to work, communicate and collaborate effectively with teachers, administrators, support providers and families as part of a team within the school setting.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

10/21/92:gj

Retyped 01/31/06:sg

Updated 01/29/16: dk