



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

***CERTIFICATED JOB POSTING
FOR THE 2015-16 SCHOOL YEAR***

School Psychologist

.6 FTE

Please submit an application and resume to
the Superintendent at the District Office.

(Posting open until the position is filled)

El Tejon Unified School District
PSYCHOLOGIST
Job Description

JOB SUMMARY

The Psychologist will serve under the immediate direction of the Director of District Programs and will assume delegated responsibility for the special education programs.

REQUIRED QUALIFICATIONS:

Credential: General Pupil Personnel Services with the authorization to serve as a Psychologist; or Standard Designated Services in Pupil Personnel with the Psychologist authorization.

Experience: Successful counseling experience is desirable. Advanced work in clinical psychology beyond level of work required for credential is desirable.

Education: Bachelor's degree, including all courses needed to meet credential requirements

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Coordinator of psychological testing of principal referred students; written reports and analysis of test results and attendance at IEP meetings to interpret test results and make recommendations for student success.
2. Implement and evaluate the district's psychological services;
3. Monitor and review the program;
4. Coordinate the inservice training of the special services personnel;
5. Provide psychological assessment counseling and consulting to assist in meeting the educational needs of pupils;
6. Interpret test findings to parents as requested; counsel parents regarding pupil's potential, achievement level, and personality adjustment; recommend to parents sources from which they may seek further counseling;
7. Confer with teachers, administrators and other professional staff on findings of individual tests and help them in their efforts to better understand and place each pupil.
8. Consult with other agencies, both public and private, regarding individual cases.
9. Consult with other psychologists and physicians for the purpose of correlating information regarding individual cases.
10. Make recommendations in cases of exemption, non-promotion, acceleration and other cases upon request.
11. Counsel individual pupils regarding academic problems, social or emotional problems, and general vocational goals.
12. Write complete report on each pupil assessed and file with test record.
13. Serve as district's Behavior Intervention Case Manager to work with Special Education students with serious behavior problems that might lead to suspension or emergency situations.
14. Establish and strengthen support systems among communities, private, nonprofit, Federal, State, and local agencies to assist families in need of services, including, but not limited to: lunch program, medical care, counseling services, from governmental and non-governmental agencies to ensure student success.
15. Coordinate district 504 policy
16. Coordinate support groups at schools.
17. Assist in interpretation of district assessment program including CTBS and CLAS.
18. Perform other duties as directed.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws/codes, rules/policies, other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.