

# **SCHOOL PSYCHOLOGIST/COUNSELOR JOB DESCRIPTION**

## **PREAMBLE**

School Psychologists:

- Have a minimum of a master's degree and a Pupil Personnel Services credential. May have neuropsychology credentials, doctoral degrees and/or are licensed in the areas of clinical and/or educational psychology
- Provide the school district with expertise in the areas of child development, learning, abnormal psychology, prevention, assessment, intervention, statistics, consultation, counseling, human relations and social interaction
- Provide multi-tiered services to all students served by the district. This includes students in general education, those covered by special education legislation, and those in private and nonpublic schools
- Implement professional practices that are empirically supported, data driven and culturally appropriate
- Help identify and resolve barriers to learning and provide effective services to help youth succeed academically, socially, emotionally, and behaviorally
- Promote wellness and resilience by reinforcing the need for safe, supportive, fair and effective learning environments

## **ASSESSMENT**

School Psychologists:

- Assess student characteristics including cognitive function, emotional adjustment, adaptive behavior, language development, learning potential, academic performance, and rate of progress using non-discriminatory tools in order to determine appropriate interventions, services and class and program placement
- Evaluate and make recommendations for 504 and special education eligibility and services
- Write comprehensive psychoeducational reports in accordance with the Education Code
- Assist in the assessment of pupils for Gifted and Talented Education (GATE) as requested
- Attend and participate in general-education Student Study Team meetings for record review, interpret data, monitor progress and make academic, behavioral and social/emotional recommendations
- Conduct risk and threat assessments, as needed
- Conduct functional behavior assessments (FBA) and develop reports in accordance with IDEA mandates and SELPA guidelines

## **CONSULTATION**

School Psychologists:

- Consult with families, teachers, staff and outside agencies regarding academic, personal, social, emotional, and behavioral needs of students
- Assist staff in evaluating programming and interventions, monitoring progress, and interpreting of data
- Recommend academic interventions commensurate with assessment results
- Facilitate understanding of district policies and special education law for staff and parents; provide recommendations for a diverse population, utilizing non-discriminatory practices
- Develop behavior intervention plans and assist teachers and parents in positive behavior management
- Consult with staff and make recommendations regarding retention

## **COUNSELING**

School Psychologists:

- Provide education to parents and/or staff informally or through workshops or seminars, as requested
- Provide crisis intervention and related services in cooperation with colleagues and community personnel
- Serve as a support for students, staff and parents during grief counseling
- Provide individual and/or group counseling services to general education students, as deemed necessary
- Identify areas of need, develop appropriate social/emotional/behavioral goals, and monitor progress while providing individual and/or group counseling to students receiving special education services

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## **COMMUNITY AND INTERAGENCY LIAISON**

School Psychologists:

- Prepare and follow up on referrals to local and state agencies (e.g. mental health, social services, psychiatric hospitals, etc.)
- Serve as a liaison between the schools and consulting psychologists, psychiatrists, physicians, specialists, and social service personnel
- Provide a list of community resources to families

## **CLERICAL DUTIES**

School Psychologists:

- Develop assessment plans
- Assist in arranging and notifying parents and staff of IEP meetings
- Type, copy and prepare reports and interagency referrals
- Assist in reviewing IEP documentation for accuracy

## **ADMINISTRATIVE DUTIES**

School Psychologists:

- Prepare administrative and legal documents in accordance with the Education Code (IEP and 504 documents, etc.) as needed
- Are responsible for following procedures that collect state and federal revenues resulting from a) special education identification and services, and b) Medi-Cal services
- Collect and analyze data related to school improvement, student outcomes, and accountability requirements
- Assist in implementation of school-wide prevention programs that help maintain positive school climates conducive to learning
- Promote school policies and practices that ensure the safety of all students by reducing school violence, bullying, and harassment
- Respond to crises by providing leadership, direct services, and coordination with needed community services
- Collaborate on the design and implementation of comprehensive school mental health programming
- Provide supervision and professional guidance for district counseling and school psychologist interns
- May serve as the administrative designee when the principal cannot attend IEP and/or 504 meetings
- Initiate all special education referrals for initial assessment through the district office
- Responsible for the coordination, integration and analysis of assessment results from multiple district specialists into a single multi-disciplinary special education evaluation report

## **PROFESSIONAL GROWTH**

School Psychologists:

- Maintain credentials and/or licensure at the state and/or national level
- Demonstrate skills to provide services consistent with ethical, legal, and professional standards and engage in responsive ethical and professional decision-making
- Assume responsibility for keeping materials, supplies, and test instruments current
- Engage in professional development by attending workshops/seminars/professional meetings/trainings to remain informed of new developments, legislation, contemporary research, and reading professional literature in the field of school psychology