

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A., Penn Valley, CA 95946-9764
Phone (530) 432-7311 Fax (530) 432-7314
www.pvuesd.org



Melissa Conley - Superintendent

Job Title: District Psychologist
Supervisor: Superintendent/Site Principal

Job Summary

- Administer assessments relating to a student's cognitive, social, emotional, and behavioral skills; organize and present assessment data at initial and triennial IEP meetings; work with other special and general education staff to provide research-based academic and behavioral interventions, modifications and accommodations; work with general education staff/special education staff to develop behavior and classroom support according to individual student needs (both special education and general education) to ensure implementation of modifications/accommodations per IEP and 504 Plans; and represent Site Administrator or Director of Special Education at IEP and SST meetings both at the site level and countywide.

Responsibilities

- Assist in support and selection of the special education staff
- Coordinate and/or provide counseling in emergency short-term situations
- Coordinate and provide social and/or executive functioning skills instruction
- Provide assistance to classroom teachers with students who are experiencing academic, social, emotional, or behavioral problems
- Report on student behavior using research-based observation techniques
- Assist site principal with communication with parents regarding student behavior and concerns on a general as well as daily basis
- Develop and monitor Behavior Support/Intervention Plans based on Positive Behavior Support and/or Functional Behavior Assessment
- Assist in developing assessment plans
- Gather, coordinate and organize data for initial and triennial IEP meetings
- Assist in the development of the IEP
- Serve as administrator during IEP meetings when the school site principal cannot be in attendance
- Assist with trainings designed to increase staff awareness of student social, emotional and academic development
- Assist in designing and implementing an RTI model for determining special education eligibility
- Participate in and help develop research-based professional development activities
- Perform other duties as may be assigned or reasonably expected by a school psychologist

Knowledge of:

- Federal, state and local laws and regulations relevant to the task areas described above
- Pupil services trends, strategies, and techniques
- Crisis intervention procedures and counseling
- Response to Intervention model and research based methodologies

- Broad range of student assessments
- IEP process and regulations
- Behavior intervention assessments and strategies

Ability to:

- 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 and collaborate with appropriate personnel
- Plan and organize work
- Meet schedules and time lines
- Operate a computer and other office equipment as assigned
- Exercise judgment and discretion
- Work independently with little direction

Education/Experience

- Masters degree from an accredited college or university with major course work in education and/or psychology
- Two years of successful teaching/pupil services experience desired
- Behavior Intervention Case Manager (BICM) certification desired

Required Credential

- Valid California Pupil Personnel Services Credential: School Psychology

Typical Working Conditions

Work is performed in indoor and outdoor environments. The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. Some exposure to child and other diseases in a school environment, regular contact with staff and the public.

May sit for extended periods at a desk, conference table, or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical ability to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and fax.

Physical Characteristics:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct conversations in person or on the telephone.
3. Understand voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, and other standard office equipment.
5. Ability to sit for extended periods of time.
6. Ability to lift 25 pounds and carry any object weighing 25 pounds.
7. Physical, mental and emotional stamina to (at times) endure work hours under sometimes stressful conditions and constant interruptions.

The Penn Valley Union Elementary 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.

ADOPTED: May 8, 2014

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date