

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: PSYCHOLOGIST

BASIC FUNCTION:

Under the direction of the Director, Administrative Services, guide and facilitate the learning and development of children utilizing the application of scientific principals of learning and behavior to alleviate school-related problems.

REPRESENTATIVE DUTIES:

Consult with administrators and colleagues in the West Orange County Consortium for Special Education concerning appropriate planning and development of regular and special education programs; coordinate District special education programs as assigned by the Director, Personnel/Educational Services. **E2**

Serve as a member of the District Management Team; participate in management meetings and District committees to facilitate sound administrative practice and planning in the District. **E1**

Assist in coordinating placement and evaluation procedures for special education and gifted programs at the school site level; monitor entrance criteria and program placement; implement IEP's and assure compliance with federal and State laws and regulations. **E3**

Supervise, train and provide work direction to psychological interns and field workers; participate in the selection and evaluation of subordinates. **E1**

Communicate with parents to explain the developmental learning and adjustment processes of children. **E3**

Communicate with regular and special education teachers and administrators regarding classroom management and special techniques for individual students; communicate with staff regarding program planning, administration and placement; provide counseling, guidance and psychological evaluations as assigned. **E3**

Perform psychoeducational assessment, diagnosis and consultation in accordance with federal and State legal guidelines for special education students including initial study, period re-evaluations, annual progress checks and written reports; communicate with community agencies and mental health practitioners for referral, consultation and coordination of activities. **E1**

Conduct individual and group counseling as required by IEP's and the needs of the student population. **E2**

Maintain current knowledge of research, legal requirements and new techniques and methodologies; participate in professional organizations, conferences and workshops.**E3**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Basic operation of a computer terminal.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Make generalizations, evaluations or decisions without immediate supervision.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Determine appropriate action within clearly defined guidelines.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Plan and organize work.
- Observe health and safety regulations.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, clinical psychology or related field and one year of internship under the supervision of a credentialed school psychologist.

LICENSES AND OTHER REQUIREMENTS:

Pupil Personnel Services Credential.
Valid California driver's license.

WORKING CONDITIONS:**Environment:**

Office environment.

Physical Abilities:

- Hearing and speaking to communicate with students, parents, and faculty.
- Seeing to observe behavior of students.
- Sitting for extended periods of time.

Hazards:

Exposure to individuals displaying physically aggressive, self-abusive, or socially undesirable behavior.

11/1995