



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Psychologist Assistant	Location:	Student Services
Reports To:	Director of Student Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Education and Experience Requirements

- Bachelors Degree in education or related field.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Under direction, the School Psychologist Assistant shall be expected to perform a variety of functions to support the provision of psycho-educational services to assigned schools.
- This individual will be expected to work accurately and handle assignments efficiently and effectively.
- This person must be able to have an understanding of the necessity of confidentiality with the material and information that this position may handle.

Qualifications

- Must complete clerical testing.
- Ability to relate well with children.
- Demonstrate efficient typing skills.
- Computer literacy
- Ability to operate routine office equipment.
- Ability to communicate effectively, orally and in writing, both to adults and children
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



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Responsibilities and Requirements

- Assist with daily operation of school psychologist.
- Responsible to participate in department or team meetings when scheduled.
- Responsible to act upon recommendations of referral teams to facilitate paperwork to assist in completing evaluations in a timely manner.
- Assist with preparation of written reports.
- Conduct screenings, observations, and assessments.
- Assist in the administration of State mandated achievement tests for special education students or progress monitoring when scheduled.
- Assist in Child Find Preschool testing activities as appropriate.
- Assist in the facilitation of individual or group short-term counseling as required.
- Assist with the collection and maintenance of all special education files according to Arizona Revised Statutes and Federal regulations.
- Assist with documenting parent contact, counseling sessions and classroom interventions.
- Assist with the collection and organization of information required by Arizona Department of Education auditors and carry out required activities to ensure compliance.
- Responsible for performing other job-related duties as assigned by the Superintendent of Schools or the Director of Special Services.

OTHER

- Learn and correctly apply district policies and procedures.
- Assure that district discipline and safety guidelines are followed.
- Perform other duties when assigned by Building School Psychologist or designee.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.