



Vallecitos School District

5211 Fifth Street • Rainbow, CA 92028 • (760) 728-7092 • FAX (760) 728-7712

"A community school where we learn to achieve our dreams"

CERTIFICATED MANAGEMENT JOB DESCRIPTION- SCHOOL PSYCHOLOGIST

Under the direction and supervision of the Superintendent, the School Psychologist performs the following general functions:

- Provides a full range of school psychological services to infants and children through 8th grade, including screening and assessment, intervention programs to support social development, academic, and behavioral needs.
- Offers individual and group counseling with students, parents, and outside agencies as appropriate.
- Functions as a member of the multi-disciplinary team to assist with determining the student's eligibility for special education support, the appropriate services, and monitoring on-going progress.
- Coordinates intervention strategies for management of individuals and schoolwide crises and serves on the emergency response team.

Specific Job Duties:

- Provide individual and group counseling services to students to improve educational performance and/or behavior.
- In compliance with IDEA, screen and evaluate referred students, including selecting appropriate instruments, administering assessments, in-class observations, and writing reports which state the evaluation findings and provide for educational program recommendations.
- Provide supervision and evaluations for all behavioral intervention staff.
- Participate as a member of the multi-disciplinary team and the individualized education program (IEP) committee contributing evaluation findings and collaborating on the student's educational plan.
- Provide collaborative consultation and documentation of results including assisting education staff with suggestions and implementation of Multi-Tiered Systems of Support (MTSS), pre-referral intervention strategies, and training to assist education staff in working with special education students in the classroom setting.
- Provide direct services through a variety of methods (e.g. classroom presentations, in-services to staff/parents, etc.) as needed.
- Collaborates with staff from the North Coastal Consortium for Special Education (NCCSE), local school districts, and third-party agencies to support student needs.
- Attends and participates in a variety of training provided by the North Coastal Consortium for Special Education (NCCSE) and other agencies.
- Maintain appropriate records on students, IEPs, IEP amendments, including assessments, documentation of Prior Written Notice and Assessment Plans sent to parents, communication logs, and notes on progress towards therapeutic goals.

- Establish and monitor the necessary caseloads, procedures, and resources to manage school psychologist services to students/staff and work cooperatively to accomplish the goals of the IEP.
- Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education programs.
- Participate in activities that promote professional development and use clinical/educational research to enhance therapy services.
- Performs other duties as assigned.

Knowledge and Skills:

- All areas of special education including behavior management, learning theories and techniques, and curriculum development, and therapeutic techniques such as CBT, solution-focused, MTSS, PBIS, SEL etc.
- Current special education state and federal laws and regulations.
- Procedures and policies pertaining to the development of IEPs.
- Assessment practices and data collection.
- Ability to work with Superintendent/Principal, teachers, staff, students, and parents in a productive and effective manner.
- Ability to plan, manage, and organize a multi-grade level caseload.
- Exercise initiative and demonstrate sound judgment.

Qualifications, Preferences, Education, and Experience:

- Valid CA Driver's License
- Eligible for Employment within the United States.
- A valid California credential in Pupil Personnel Services-School Psychology.
- Minimum of two years School Psychologist experience is preferred, but not required.
- Minimum of two years of experience in Counseling Services is preferred, but not required.
- Bilingual skills are highly desirable, but not required.

NON-DISCRIMINATION POLICY- Vallecitos School District does not discriminate in any program, activity, or in employment based on actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.

Work Year: 190 day work year

Salary Schedule: Plan 16/ Range 1

FTE: 0.625 FTE

Supervisor: Superintendent

Board Approved: April 14, 2025