



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Psychologist	<b>Location:</b>	Special Services
<b>Reports To:</b>	Director of Special Services	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	188 days / 10 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

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### Qualifications

- Valid appropriate Arizona Certificate and Psychologist Endorsement
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To provide psycho-educational services to assigned schools

### Responsibilities and Requirements

#### **REFERRAL/EVALUATION**

- Participate in multi-disciplinary referral staffing
- Act upon recommendations of the referral committee, (i.e. suggest alternative classroom management and/or Psycho-educational evaluation)
- Prepare written reports and present the results of the psycho-educational evaluation to the referral committee and parents
- Determine appropriate placement with the multi-disciplinary team and contribute to the development of the I.E.P.
- Appraise parents of all rights including due process under state and federal rules and regulations
- Follow-up to make sure that the recommendations were appropriate and used, and make adjustments as needed
- Conduct required re-evaluations on a timely basis

#### **CONSULTATION**

- Perform consultation services to provide information regarding learning style, classroom management, and behavior modification to enhance student achievement
- Provide for research and the development of in-service training as necessary
- Provide confidential information to the teacher/principal when deemed to be in the student's best interest
- Contribute positively to the morale level of assigned schools
- Provide consultation services to parents as necessary

#### **DISTRICT TESTING**

- In-service, supervision of administration, analysis of results and parent conferences associated with the Yellow Brick Road Kindergarten Screening device, as appropriate
- Assist in the administration of State mandated achievement tests for special education students
- Assist in Child Find Preschool testing activities with service vendor, as appropriate
- Conduct private school evaluation when requested by Arizona Department of Education or Coordinator of Special Services

#### **GIFTED PROGRAM**

- Interpret the available data as a member of the school screening committee
- Conduct Gifted evaluations as recommended by the School Screening Committee which includes Intellectual Testing and may also include Achievement Testing
- Present the results of the Gifted evaluation to the Central Placement Committee and making recommendations regarding placement
- Interpret the results of the Gifted evaluation for the placement recommendations

#### **COUNSELING**

- Individual or group short-term counseling
- Make recommendations regarding outside counseling sources
- Counsel parents as to how to most effectively deal with their child's specific behavioral and emotional needs

#### **LIAISON**

- Act as liaison person between any and all groups effecting the students while fulfilling a child advocacy role
- Exchange confidential information with professionals within the community in order to more effectively meet the needs of students



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### RECORD KEEPING

- Collection and maintenance of all special education files, including Gifted, according to Arizona Revised Statutes and Federal regulations
- Document parent contact, counseling sessions and classroom interventions
- Analyze the district-wide results of the Yellow Brick Road Kindergarten Screening and distribute a report to the District Governing Board and appropriate personnel
- Assemble information required by Arizona Department of Education auditors and carry out required activities to insure compliance

### CURRICULUM DEVELOPMENT

- Develop curriculum modifications for Special Education and regular classroom students on an individual basis
- Provide input to Curriculum Committees as to selection of materials and their impact on Special Education
- Participate in vocational planning for Special Education students

### OTHER

- Perform other job related duties as assigned by the Superintendent of Schools or the Director of Special Services

### 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.*

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*This position may be underfilled by a school psychologist intern. The school psychologist intern will complete all responsibilities and requirements under the direct supervision of an assigned school psychologist. The school psychologist intern is required to be enrolled in an accredited University/College graduate program in School Psychology, be internship eligible in their program through the completion of university required practica and coursework, and possess an IVP fingerprint clearance card through the AZ Department of Public Safety. Upon completion of all University/College requirements and valid certification as a school psychologist through the Arizona Department of Education, the school psychologist intern may be reclassified to a school psychologist.*

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.