

	<b>Inglewood Unified School District</b>	<b>JOB DESCRIPTION</b>
	Human Resources Department	PROPOSED: Previously Board Approved
	<b>School Psychologist</b>	PAY RANGE: Certificated Psychologists Salary Schedule 10 Months (185 days)

**DEFINITION**

Under the direction and supervision of the Director of Special Education, provides school leadership in mental health; assumes responsibility for psycho-educational assessment and evaluation; counseling; teacher and community consultant services; participates in school and District activities.

**EXAMPLES OF DUTIES**

The outcome of the School Psychologist’s job performance will be as follows:

1. Implementation of philosophy, goals, policies, and objectives of the school district as adopted by the Board of Education will have been carried out in a competent manner.
2. Assistance to teachers in creating a flexible program and class environment favorable to pupils’ individual growth will have been capably planned and executed.
3. Participation in the School Guidance Team to provide input in determining needs and possible services for students will have been accomplished.
4. Assistance to teachers to motivate pupils to develop skills and attitudes to acquire knowledge needed to provide a good foundation for education and participation in a democratic society in accordance with each pupil’s ability will have been appropriately given.
5. Establishment of a working relationship with parents and members of the school community will have been carried out in a timely manner.
6. Maintaining professional competence through participation in in-service education activities and/or self-selected professional growth activities will have been effectively carried out.
7. Administration on an individual pupil basis, of intelligence tests, achievement tests, personality tests, and tests to measure perceptual and motor development will have been accurately and appropriately carried out.
8. Completion of psycho-educational evaluation to determine student eligibility for special education services, including written evaluation and interpretation for parents and staff will have been effectively accomplished.
9. Interpretation of test findings to parents; counsels parents regarding pupil’s potential, achievement level, and personal adjustment; recommends to parents ways of helping student or recommends sources from which they may seek further counseling will have been capably planned and executed.

**EXAMPLES OF DUTIES (cont'd)**

10. Conferences with teachers, administrators and other professional staff on findings of individual diagnosis and helping them to better understand and prescribe education for each pupil will have been capably prepared.
11. Consultations with other agencies, both public and private, regarding individual cases will have been conducted in a timely manner.
12. Consultations with other psychologists, psychiatrists and physicians for the purpose of correlating all available information regarding individual cases will have been carried out in a competent manner.
13. Recommendations in cases of exemption, non-promotion, acceleration and other cases upon request will have been adequately coordinated.
14. Counseling individual pupils regarding test findings, academic problems, social or emotional problems and general vocational goals will have been effectively coordinated.
15. Pre-evaluation of all Special Education Students on a tri-annual basis to determine continued eligibility will have been completed and forwarded in a timely manner.
16. Demonstration of knowledge of laws pertaining to Special Education eligibility and placement will have been efficiently accomplished.
17. Referrals for County placements and participation in meetings as needed, will have been carried out in a timely manner.
18. Working in conjunction with specialists in cross-cultural education for purposes of new English-speaking evaluations will have been effectively completed and disseminated.
19. Other duties as assigned by the Director of Special Education will have been effectively accomplished.

**QUALIFICATIONS**

**Education:**

Teaching and/or counseling experience and cross-cultural experience is desired.

**Education:**

Possession of a Master's degree in School Psychology or Educational Psychology is required.

**Certification Requirement:**

Valid California Pupil Personnel Services Credential authorizing School Psychology is required.

**Testing:**

Qualification for employment includes completion of online training in the following areas:

- New Employee Training
- Preventing Workplace Violence
- Bloodborne Pathogens
- Sexual Harassment
- Child Abuse/Mandated Reporter

Upon offer of employment, candidates will receive information and directions regarding this training.

**PERSONAL QUALIFICATIONS**

Character, personality and proper social capability to relate effectively with staff, students and community. Demonstrated ability to work with a wide variety of community groups and organizations.

**APPLICATION PROCEDURES**

Apply at [www.edjoin.org/inglewood](http://www.edjoin.org/inglewood), include the following documents:

1. Valid California Pupil Personnel Services Credential authorizing School Psychology
2. Brief Resume outlining experience
3. Letter of Introduction
4. Three (3) current letters of reference, letters should be dated within one (1) year