MARIN COUNTY OFFICE OF EDUCATION
SCHOOL PSYCHOLOGIST
Job Description

**Brief Description of Position:**

Under the direct supervision of the Psychology Program Coordinator, the School Psychologist uses knowledge of human development and psychology to provide a variety of diagnostic and intervention services to assigned programs. These services include assessing student’s ability, social-emotional functioning, and diagnosis of learning problems and identification of learning strengths. Services also include efforts at prevention of future problems, consultation, liaison with agencies and individuals, in-service training, and parent programs.

**Duties and Responsibilities:**

1. **PERFORMS ACCURATE DETAILED ASSESSMENT OF A PUPIL’S FUNCTIONING ACCORDING TO FEDERAL AND STATE GUIDELINES**

   **Quality Indicators *1**

   a) uses instruments appropriate to student’s handicapping condition, background, age, history

   b) administers and scores tests in a clinically accurate manner

   c) demonstrates sensitivity to socio-economic and developmental factors

   d) performs assessment within legally mandated time lines

   e) interviews parents, school staff and others to gather relevant information

   f) observes student in a variety of settings

   g) reviews and interprets student records

2. **PROVIDES ACCURATE REPORT OF ASSESSMENT RESULTS**

   **Quality Indicators**

   a) reports all data in a readable manner and with sufficient detail so that parents and fellow professionals can see the basis for the findings

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*1 A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.
b) highlights and discusses unusual findings

c) uses illustrations (descriptions of behavior, verbatim reports or task analysis) to communicate results

d) the report integrates various test findings from a variety of sources

e) the report makes suggestions regarding future programming

f) appropriate history is included and referred to in the findings

g) the conclusion is supported by empirical data

h) the assessment findings are orally delivered in a perceptive and sensitive manner

3. PROVIDES CONSULTATION SERVICES TO SCHOOL STAFF, PARENTS AND STUDENTS

Quality Indicators

a) is available for contact by maintaining a regular schedule or through the program secretary

b) teacher consultation may include, but not be limited to:
   - child development
   - behavior management
   - emotional indicators evidenced in classroom
   - family stress
   - providing teaching strategies for all areas of skill development

c) parent consultation may include, but not be limited to:
   - child development
   - behavior management
   - emotional concerns
   - family problems
   - referral to community resources
   - helping parents understand their child’s needs

d) student consultation may include, but not be limited to:
   - school programs
   - referral to other resources
   - family concerns
   - short term counseling
e) administrative consultation may include, but not be limited to:
   - student placement
   - program planning
   - budget
   - student records
   - crisis interventions
   - in-service training
   - personnel disputes
   - case management

f) other consultations may include, but not be limited to:
   - community and governmental agencies regarding special education services and/or specific student concerns
   - private therapists and other professionals regarding specific students and school services
   - family life education or other curriculum
   - in-service training for teachers, administrators and other school psychologists

4. MAINTAINS APPROPRIATE RECORDS, EFFECTIVELY MANAGES TIME AND TRACKS NECESSARY INFORMATION

Quality Indicators

a) completes required documents within appropriate time lines

b) documents in writing all case related communications

c) effectively manages time as evidenced by prompt attendance at meetings and appointments

d) has an established schedule

e) notifies appropriate staff of changes in schedule

f) processes incoming communications and follows through in timely fashion

g) maintains current directory of available community resources

5. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PROFESSIONAL GROWTH

Quality Indicators

a) attends workshops, classes, in-services, conferences or other related professional activities

b) demonstrates knowledge of current techniques appropriate to assignment

Revised 4/10/90
6. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PROFESSIONAL GROWTH

**Quality Indicators**

a) attends workshops, classes, in-services, conferences or other related professional activities

b) demonstrates knowledge of current techniques appropriate to assignment