

**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 \*<sup>1</sup>

- 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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<sup>1</sup> \* 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

## **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