

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 377
EXEMPT

LEAD SCHOOL PSYCHOLOGIST

BASIC FUNCTION:

Under the direction of the Senior Director, Pupil Personnel Services (PPS), assist in organizing, developing and designing the psychological services provided to school districts throughout Fresno County; coordinate, monitor and provide psychological services to students including assessment, academic, behavioral support, counseling and consulting; assist administration, staff and parents in meeting the educational needs of students; process referrals for county office operated programs and services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in coordinating crisis response support for school-wide crises and individual students.
- Assist with planning, coordinating and facilitating meetings and professional development with school psychologists and other school district personnel.
- Assist with staffing assignments and monitoring school psychologist caseloads.
- Attend professional meetings and provide guidance to school teams when needed.
- Communicate and consult with special education and/or regular education staff, district level staff, administrators, counselors, parents, students, health services providers, and other human services professionals for the purpose of coordinating available information and services to individual students and communicating federal and state laws pertaining to California Education Code, regulations, and best practice; communicate with personnel to assess, prioritize, and plan for program needs.
- Conduct psycho-educational assessment for purposes of identifying special education eligibility, developing academic, behavior and social-emotional goals and interventions, and appropriate supports to meet student's needs.
- Conduct suicide risk assessments.
- Consult and collaborate with community agencies, such as probation, mental health providers and other agencies regarding services.
- Consult with other educators and parents on issues of social development and behavioral and academic difficulties.
- Consult with parents to assist in understanding the learning and adjustment processes of children.
- Consult with school administrators concerning appropriate learning objective for children, planning of developmental and remedial programs for pupils in regular and special school programs.
- Consult with teachers in the development and implementation of classroom methods and procedures designed to facilitate pupil learning and to overcome learning and behavior disorders.
- Coordinate and plan the work of assigned school psychologists; review staff multi-disciplinary reports and provide input into their performance evaluation process.
- Coordinate, participate and present in-services and trainings to parents and staff as needed.
- Develop, monitor, evaluate, and review the implementation of Behavioral Intervention Plan (BIPs) and applicable progress notes for student(s) utilizing appropriate instruments, tests, observations, records and interviews.
- Facilitate and organize the ordering and maintenance of psychological testing materials.

- Maintain professional standards and competence through participation in professional growth opportunities provided by the county office and in self-directed professional growth activities.
- Maintain and update the assessment report templates for school psychologists and other county special education providers.
- Monitor and ensure that school psychologist staff is adhering to legal compliance issues.
- Prepare and maintain complete reports of each student assessed; interpret assessment findings for staff, parents, and other authorized persons as necessary; make educational recommendations.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned, including but not limited to, Medi-Cal reports and billing, and service record logs; prepare county and/or state reports as assigned and/or required.
- Present to staff inside and outside of FCSS on topics in area of specialty.
- Provide case consultation with school psychologist staff.
- Provide professional support, guidance and consultation to school psychologist staff.
- Review assessment reports for school psychologists as needed.
- Review referrals to County-Operated special education programs; communicate with district staff and/or admin regarding referrals when needed.
- Support School Psychologist staff and district teams with behavioral threat assessment.
- Support, monitor and consult with staff regarding service documentation questions.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of meetings, conferences, workshops, seminars, IEP's and committees.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community agencies and referral resources.
- Current techniques and methods of assessment, diagnosis, planning, intervention and evaluation as they relate to the field of School Psychology.
- Principles and techniques used in behavior analysis and the development of behavior intervention plans.
- Principles of child development.
- Public speaking techniques.
- Research methods, report writing and record keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Maintain a variety of reports and files related to job assignment and/or assigned program.
- Maintain systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Prepare and deliver oral presentations.
- Remain current with trends, laws, procedures, assessment methods and techniques relating to the field of special education and school psychology.
- Analyze and evaluate situations accurately and adopt an effective course of action and implement recommendations in support of goals.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in School Psychology, Special Education or related field.
- Master's degree in School Psychology preferred.

EXPERIENCE:

- Five years experience as a school psychologist.
- Experience in assessing and working with special needs and/or at-risk students, aged birth to twenty-two preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Pupil Personnel Services Credential with School Psychology Authorization.
- Valid California Administrative Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation.
- Office, school facility environment and/or community-based settings.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Occasional physical escorts and management of aggressive student behavior.
- Possible contact with blood and other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: 07/01/2019
Revised: 01/10/2023