

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** School Psychologist

**CERTIFICATED/  
CLASSIFIED:** Certificated

**QUALIFICATIONS:** Pupil Personnel Services Credential with authorization in School Psychology

**REPORTS TO:** Director of Student Services/Special Education

**EVALUATED BY:** Director of Student Services

**JOB GOAL:** To assume responsibility for leadership of all phases of school psychology in assigned schools. Provide services to administrators, teachers, pupils and their parents, which can assist the pupil in making appropriate progress in learning. Assist in other district programs as assigned.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts psycho-educational assessment and diagnoses of specific learning and behavior disabilities for pupils birth through age fourteen who reside in the district.
2. Consults with teachers to assist in development and implementation of classroom methods and procedures to facilitate pupils' learning.
3. Consults with parents to assist in understanding learning and adjustment processes of children and how parents can best help the child at home.
4. Serves as a member of district, school, and SELPA level IEP teams for initial placement, three-year reevaluations and change of placements. Acting as administrative designee at meetings on an as needed basis.
5. Consults with administrative staff in formulating learning objectives for all pupils and in planning remedial programs and development of educational methods and procedures to facilitate learning.

6. Makes written reports that organize information about a pupil to assist the school staff in formulating appropriate plans for education and behavioral management.
7. Recommends appropriate educational and psychological remediation for pupils after evaluation.
8. Provides appropriate in-service training and consultative services to school staff to better understand behavior and learning patterns of children.
9. Plans and executes research projects for the improvement of the educational programs.
10. Serves in a liaison relationship between the school and community agencies to evaluate resources available to the school and to utilize all community resources.
11. Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
12. Performs various supervision duties as assigned.
13. Provides crisis intervention and/or counseling to both teachers and families.
14. Provides families with counseling and other need areas referrals.
15. Providing all other psychological services needed and approved by the Director of Pupil Services/Special Education.

**TERMS OF EMPLOYMENT:**

Work year as per contract. Current psychologist salary. Subject to satisfactory evaluations.

**EVALUATION:**

Performance of this position will be evaluated by the Director of Student Services, per the SMETA contract.