



PROGRAM PSYCHOLOGIST

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Special Education.

ESSENTIAL FUNCTIONS:

1. Work directly with members of a diagnostic team in evaluating students for special education program and service.
2. Identify behavioral, social and/or academic disabilities.
3. Conduct individual assessment in areas related to ability and personality development.
4. Interpret test findings to parents and teachers and discuss developmental/remedial/corrective procedures.
5. Assist in preparing educational goals and objectives for children with exceptional needs.
6. Consult with parents and teachers in understanding the learning and adjustment process of children.
7. Act as chairperson for individualized Education Program Team meetings as appropriate and requested.
8. Perform other duties related to position.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to express oneself effectively in public, in conferences and in written materials.
2. Ability to work harmoniously and effectively with parents and staff.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Appropriate background with which to establish a good foundation for working with pupils, teachers, and school administrators.

2. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's degree and School Psychologist credential are required
2. Teaching experience is desirable.

B. Experience:

1. Experience in an educational setting with children with exceptional needs preferable.
2. Experience in psycho-educational assessment and diagnosis of specific learning and behavioral disorders.
3. Consultation experience with parents in assisting in understanding the learning and adjustment process of children.

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3/27/25

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