



ST. ANNE SCHOOL

JOB DESCRIPTION

School Psychologist

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies and goals of the school, as well as the decisions made by the Administration.
- Insures the health, safety and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty and administrative meetings as needed

DUTIES:

- Group and individual counseling of students
- Administration and interpretation of standardized assessments to identify individual strengths and challenges
- Development and implementation of empirically based educational and behavioral programs to support students who require assistance in the classroom and/or at home
- Assist in the interpretation of assessment reports brought in from outside consultants or agencies
- Consult with outside agencies regarding specific needs of students
- Collaborate with the student support team to design and implement intervention strategies and programs
- Consult with parents, teachers, and staff to determine appropriate steps and/or interventions to help improve student success
- Maintain strict confidentiality regarding student health and academic records

REQUIREMENTS/QUALIFICATIONS

- Valid California Pupil Personnel Credential with an Authorization in School Psychology
- 3 years of successful practice as a School Psychologist preferred
- Understanding and commitment to following all laws and standard related to role

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel,

crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: 10 Month, Part time 20 hrs., hourly, Non exempt

Reports to: Director of Student Support Services

This is a hourly, part-time, non-exempt position. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org