

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>POSITION TITLE: SCHOOL PSYCHOLOGIST</b>
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**DEFINITION**

Under the supervision of the Executive Director of Student Services, and in coordination with the site Principal, provides services that enhance academic performance; consult with other educators and parents on issues of social development, behavioral and academic difficulties; conduct psycho-educational assessments for purposes of identifying students with special needs. Ability to present a thorough and legally defensible psychoeducational assessment reports to IEP teams and consult on implementation.

**ESSENTIAL FUNCTIONS**

*Duties may include, but are not limited to the following:*

- Collaborates with teachers, administrators, and parents regarding students' academic, behavioral, social-emotional, and mental health needs
- Participates on Student Study Teams (SST), IEP Teams, and multidisciplinary teams
- Conducts psychoeducational assessments in compliance with state and federal law, including initial, triennial, and specialized evaluations (e.g., IEP)
- Prepares legally compliant written reports and communicates results and educational recommendations to families and staff
- Collects and interprets data to inform eligibility, interventions, and educational planning
- Provides individual and group counseling focused on academic, behavioral, and social-emotional needs
- Designs and implements evidence-based academic and behavioral interventions at individual, group, and systems levels
- Provides crisis intervention, threat assessments, and short-term counseling support
- Assists in identifying appropriate goals, accommodations, behavior supports, and placement options
- Supports general education and special education staff in implementing interventions and pre-referral (RtI/MTSS) strategies
- Refers students and families to appropriate community agencies and maintains knowledge of available local resources
- Maintains liaison with mental health providers, medical professionals, and other relevant agencies
- Maintains accurate, timely documentation and complies with legal timelines and district procedures
- Ensures student confidentiality and adherence to procedural safeguards
- Supports required documentation for special education services (e.g., transportation, ESY, IEPs)
- Provides staff training in areas such as behavior management, child development, social emotional, and the referral process
- Supports prevention efforts including social-emotional skill development and school climate initiatives
- Keeps informed on current laws, regulations, and best practices related to school psychology and special education

- Attends required meetings, maintains an established schedule, and communicates changes promptly

## **QUALIFICATIONS**

### ***Knowledge of:***

- State and Federal laws, regulations and guidelines governing special education services
- Federal, State and local laws, regulations and policies regarding children's special education eligibility and programming
- Principles, methods, techniques, strategies, and trends in educational, social and emotional adjustment functions
- Applicable and appropriate psychological and achievement appraisal instruments, techniques and procedures
- Social service and youth service agencies in the local area
- Social emotional and behavioral characteristics of students
- Curriculum and instruction programs proven to be beneficial to pupils with special learning needs
- Experience working in a K-12 public school setting
- Bilingual (Spanish or other language commonly spoken in the district) is highly desirable
- Knowledge of IEP software (SIRAS or similar) and familiarity with IDEA and California Education Code
- Data analysis and utilization
- Conflict resolution, time management, and organization
- District goals as outlined in the PGUSD Local Control and Accountability Plan

### ***Ability to:***

- Travel to various locations; manage various assignments simultaneously
- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve
- Prioritize, organize, and multi-task
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Establish and maintain working cooperative relationships with students and school personnel, parents, co-workers and the community
- Interpret, apply and explain rules, regulations, policies and procedures
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so others will understand
- Perform under demanding, often stressful situations
- Remain flexible and focused during interruptions and distractions
- Meet deadlines, schedules, and goals
- Display tact and courtesy
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Understand and implement all District safety protocols

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited college or university

- Master's Degree from an accredited college or university
- Possession of a Valid California Pupil Personnel Services Credential that authorizes service as a school psychologist, grades K12
- Valid CA Driver's License

## **PHYSICAL REQUIREMENTS**

***Incorporated within one or more of the essential functions of the position are the essential physical requirements:***

- See, for purposes of working on the computer, reading materials, reports, instructions and other printed material
- Understand speech at normal levels in person or on the telephone
- Ability to communicate in English so others will be able to clearly understand a conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time, and occasionally run
- Ascend and descend steps
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

## **WORKING CONDITIONS**

- Indoor/Outdoor environment, standing and walking for prolonged periods of time
- Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal
- School-based setting with occasional district-wide assignments
- May involve travel between sites or to other districts that support PGUSD students
- Interaction with children of varying age, needs, and backgrounds

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.

Board Approved: December 11, 2025