



Stockton Unified School District

HUMAN RESOURCES DEPARTMENT
701 North Madison Street • Stockton, CA 95202
(209) 933-7065

CLASS TITLE: CHAIRPERSON OF PSYCHOLOGICAL SERVICES

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Perform duties delineated on the School Psychologist Job Description maintaining a designated caseload.
2. Actively promote psychological services as a cooperative, collaborative unit which emphasized the importance of students with schools, agencies, and community groups.
3. Support and promote the Superintendent’s goals and the School Board’s focus statements.
4. Develop processes and procedures for addressing yearly staffing assignments, internal communications, and maximizing organizational efficiency and effectiveness.
5. Organize and arrange staff meetings and staff development for psychological services and necessary agendas and minutes.
6. Provide mediation between School Psychologists and other professionals and parents as needed.
7. Assist in recruitment of personnel including School Psychologists, Interns, and Fieldwork Students.
8. Serve as a liaison between Psychological Services and;
 - a. Administrator of Special Education and/or Executive Director of Special Education Local Plan Area (SELPA).
 - b. Other Stockton Unified School District (SUSD) departments.
 - c. University program faculty.
 - d. County Mental Health.
 - e. Other outside agencies.
9. Consults with the Executive Director of Special Education/SELPA and/or Administrator of Special Education regarding services provided by Psychological Services to schools, parents, counselors, teachers, and administrators.
10. Provide recommendations on School Psychologist pupil personnel services assignments at the request of the Executive Director of Special Education/SELPA and/or Administrator of Special Education.
11. Collaborate with the Executive Director of Special Education/SELPA and/or Administrator of Special Education regarding administrative secretaries work duties.

Education and Experience:

Any combination equivalent to Master Degree or above from an accredited college or university.
License or Certificate:

- California Pupil Personnel Services Credential with Specialization in School Psychology or equivalent.
- Must possess a valid California Driver's License and evidence of insurance.
- Possession of valid First Aid and CPR certificate is required.

WORKING CONDITIONS:

Environment:

- Office, classroom, and other designated school and learning environments.
- Driving a vehicle to conduct work.

Hazards

- Contact with hostile or abusive individuals with unpredictable behavior.
- Exposure to childhood and other diseases in a school environment.

Physical Demands:

Employees in this position must have/be able to work in:

- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

SALARY:

In accordance with Stockton Pupil Personnel Association (SPPA) contract.

WORK YEAR:

195 days