

East Side Union High School District

JOB TITLE: Psychological Services Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist staff psychologists in gathering, recording, and collating information from a variety of sources to form a basis for psychological studies; and to perform the clerical support functions required in the day-to-day operations of the Psychological Services Department. Employees in this class receive limited supervision within a framework of standard policies and procedures. This job class requires an advanced level of organization and communication skills as well as knowledge of technical terminology and testing procedures utilized in psychological testing and evaluations to perform the required duties in an independent manner. Employees in this class perform a variety of journey level clerical duties as well as specialized functions in support of departmental activities and related programs.

SUPERVISOR: Administrator of Psychological Services

TYPICAL DUTIES

Acts as an aide to staff psychologists in analyzing and collating technical data for students requiring psychological testing and evaluations

Receives, analyzes and categorically sorts detailed technical information for individual students, extracting and summarizing specific types of data from professional reports and related records

Establishes and maintains a variety of specialized records and files, posting pertinent data and monitoring the use of such files by authorized persons to assure confidentiality

Contacts, solicits, and gathers highly confidential student records, such as psychological tests and evaluations, from a variety of schools and outside private agencies following prescribed legal procedures

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulation, policies, and procedures

Arranges and schedules a variety of meetings, testing sessions, etc., notifying participants, confirming dates and times, reserving meeting sites and preparing needed materials

Maintains accurate and detailed calendar of events, due dates, and schedules related to assigned program(s) and services to ensure proper tasks and activities occur as scheduled

Establishes and maintains a variety of specialized data files and records; posts pertinent information, adding, deleting, sorting technical details as required

Types a variety of forms and documents including letters, reports, purchase orders, etc.

Acts as office receptionist answering telephones, greeting visitors, responding to inquiries, providing information pertaining to department functions

Coordinates the transcription typing and reproduction of special reports with outside agencies, logging details and monitoring follow-up files of services ordered; distributes completed reports to appropriate persons

Assists in the development of forms and manuals needed to maintain information for specialized programs and functions within the department

Receives, sorts, and distributes incoming mail

Performs related duties as required

#### EMPLOYMENT STANDARDS

Knowledge of proper office methods, techniques, and practices including filing systems, receptionist, and telephone techniques

Knowledge of proper English usage, grammar, punctuation, vocabulary, and spelling

Knowledge of technical terminology and testing procedures used in psychological evaluation studies

Knowledge of state and District requirements, rules, and regulations pertaining to the confidentiality of student records

Ability to interpret and apply specific policies, procedures, and regulations of assigned department

Ability to effectively analyze and summarize a variety of complex technical information, extracting specific, pertinent technical data

Ability to coordinate activities and details and maintain effective schedules of events

Ability to understand and follow complex and oral/written instructions independently

Ability to type accurately at 65 words per minute from clear copy

Ability to operate a variety of standard office machines and equipment including typewriter, calculator, copier, word processor, and printer

Ability to communicate effectively in both oral and written forms

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties