



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Licensed Clinical Psychologist**

**Class Code: 1400  
Work Days: 210**

**GENERAL PURPOSE**

Evaluate individual students and prepare psychological diagnoses utilizing professional clinical analysis and a variety of standardized individual and group psychological diagnostic and predictive test instruments; prepare appropriate psychological reports and case summaries; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Provide direct mental health services to students including assessment, diagnosis, treatment, and prevention of mental disorders.
  3. Conduct diagnostic clinical interviews with students to evaluate and assess their mental health status.
  4. Provide psychotherapeutic treatment to students on an individual basis.
  5. Provide family and group therapy.
  6. Facilitate specialized clinical groups using therapeutic approaches proven effective in reducing recidivism.
  7. Conduct suicidal/homicidal risk assessments and involve the county Crisis Evaluation and Guidance Unit (CEGU) when appropriate.
  8. Select, administer, score, and interpret a wide variety of objective and projective diagnostic tests.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Prepare psychological reports, present diagnostic and interview findings, evaluations, and recommendations for treatment in a timely manner.
10. Coordinate and monitor the side effects and symptoms caused by prescribed psychotropic medications with CEGU psychiatrists.
11. Link students to appropriate community-based mental health services prior to release.
12. Respond to behavioral emergencies and provide crisis intervention as needed.
13. Maintain appropriate documentation/records in a confidential manner for the purpose of assessment, treatment planning, and case management.
14. Recruit, train, and supervise Clinical Psychology Interns.
15. Conduct in-service training programs for professional and paraprofessional personnel.
16. Work as part of a collaborative, multidisciplinary team in the best interest of the students.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Evidenced-based counseling techniques and methodology.
2. Effective treatment for maladaptive behaviors.
3. Psychological treatment techniques, materials, methods, theory, and trends in assessing and identifying behavior disorders.
4. Effective treatment techniques for working with adjudicated and/or incarcerated student populations.
5. Behavior management theories and techniques.
6. Community resources for referrals.
7. Psychological research methods.
8. Characteristics of emotional and mental disorders.
9. Pertinent federal and state regulations regarding education and program placement of adjudicated and/or incarcerated students.

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**Ability and Skill to:**

1. Apply the principles, methods, and techniques used in clinical psychology.
2. Accurately diagnose learning, behavior, and emotional disorders.
3. Develop appropriate prescriptive learning and behavioral management programs.
4. Participate as an effective team member as part of the Safe Schools & Support Services team.
5. Link students and their families to community-based services and resources to support their treatment goals.
6. Remain calm and professional in high stress situations.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Doctoral degree from an accredited college or university with major course work in Clinical Psychology, possession of a valid license to practice clinical psychology issued by the California Board of Psychology, and completion of a total of three thousand (3,000) hours of qualifying supervised professional experience, one thousand five hundred (1,500) of which must be accrued postdoctoral, and shall not be required to have their work supervised.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

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