



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Postdoctoral Psychologist Fellow**

Position Type: Certified	Department: Student Support Services
Salary Schedule: Other Professional Salary-Psychologist	Location: District Office/School
Reports to: Director of Student Support Services	
Term of Employment: 10 Months	Shift: Day
Approved by: Human Resources	Date: March 3, 2025

POSITION SUMMARY:

The **Postdoctoral Psychologist Fellow** position is designed for individuals who have completed their doctoral internship and are seeking supervised experience in a school setting as they transition to full licensure. This role serves as an extension of the psychology internship, allowing fellows to gain advanced experience while working under supervision. Candidates may already be licensed or actively working toward licensure. The fellow will receive supervision and professional development opportunities while contributing to the district's mission of fostering student success through academic and social growth.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Engage in comprehensive psychological services, including assessments, interventions, and consultations with students, parents, and school staff.
- Administer and interpret a variety of psychological and educational assessments, including cognitive, achievement, and social-emotional measures.
- Develop and implement Functional Behavior Assessments (FBA) as needed.
- Participate in Multidisciplinary Evaluation Teams (MET) and chair eligibility determination meetings for special education services.
- Provide short-term counseling and crisis intervention for students.
- Collaborate with teachers, administrators, and other student support staff to promote student success.

- Adhere to confidentiality standards and professional ethics as outlined by the **American Psychological Association (APA)** and **National Association of School Psychologists (NASP)**.
- Receive a minimum of **two hours per week** of **individual supervision** from a licensed psychologist, as well as participate in additional **group supervision** opportunities.
- The fellow **may not** practice psychology outside of the assigned district role unless under additional supervision consistent with state regulations.
- The fellow **must not** accept external referrals, fees, or other remuneration for psychological services outside of the fellowship.
- Assist with training and mentoring of psychology interns when appropriate.
- Work towards obtaining full licensure if not yet completed.
- Engage in professional development through workshops, research, and mentorship.
- Knows and is able to implement Individual Education Plans (IEP), basic confidentiality requirements. Must meet required timelines and submit compliance documentation as required by federal, state, and local guidelines.
- Maintains and provides a comprehensive record-keeping system in compliance with federal, state, and local guidelines.
- Maintains a system to safeguard children's rights regarding privileged communications.
- Writes comprehensive Themed reports based on evaluation results and determines eligibility for special education programs in compliance with IDEA, State Board of Education rules and regulations, and local procedures within required timelines.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None; however, the fellow may provide mentorship to psychology interns.
- Fellow may help in the provision of group supervision with appropriate support from their supervisor.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability to effectively administer and interpret psychological assessments.
- Strong understanding of school-based interventions and mental health support.
- Effective collaboration and communication skills.
- Ability to work independently while receiving structured supervision.
- Strong organizational and time management skills.
- Commitment to maintaining ethical and legal standards in psychological practice.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:

- Completion of a doctoral degree in psychology (Ph.D. or Psy.D.).
- Completion of an APA-accredited or NASP-approved internship.
- Eligible for licensure or actively pursuing licensure as a psychologist.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Doctoral degree (Ph.D. or Psy.D.) in School Psychology, Clinical Psychology, Counseling Psychology, or a related field.
- Experience working in educational or clinical settings with children and adolescents.
- Prior experience in psychological assessment, counseling, and consultation in a school setting preferred.
- Experience in the areas of learning disabilities, emotionally handicapped, and intellectually disabled students in a psycho-educational setting.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as psychological reports, special education guidelines, and procedural manuals.
- Ability to write professional reports and correspondence.
- Ability to communicate effectively with students, staff, and parents.

MATHEMATICAL SKILLS:

- Ability to apply basic statistical concepts related to psychological assessments.
- Understanding of data-based decision-making in educational settings.

REASONING ABILITY:

- Ability to problem-solve in dynamic educational settings.
- Ability to interpret various forms of data and make informed recommendations.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear.
- Frequently required to use hands to operate tools and technology.
- Must be able to walk, stoop, kneel, and crouch when interacting with students.
- Must occasionally lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, and depth perception.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.