**DUTY STATEMENT**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.

California Education Resource Center for the Blind and Visually Impaired:
The Assessment Center school psychologist collaborates with other members of the Assessment Center to provide assessment, consultation, and support for students who are visually impaired, blind and deaf-blind. These services are provided both on site at the California School for the Blind and in homes and educational settings throughout the state to students who are not enrolled at the California School for the Blind.

The incumbent must possess good judgment; strong organizational and technology skills; the ability to effectively communicate with supervisor, staff, and public; be self-motivated to ensure goals are met and assignments are completed in a timely manner; be innovative and open-minded to establish new and different processes and policies to support the Education Resource Center’s mission, vision and goals.

<table>
<thead>
<tr>
<th>% of time performing duties</th>
<th>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%</td>
<td>Perform collaborative assessments, including information gathering, referral analysis, selection of format, procedures, and instruments, consultation with stakeholders, observation, testing, and both oral and written interpretation of results for individuals, age 3 – 22, who are referred to the CSB Assessment Program. Write comprehensive reports that include history, psychological data and information, responses to referral questions, and recommendations as appropriate for identified needs. Contribute to follow-up and evaluation of services as needed to maintain high quality standards.</td>
</tr>
<tr>
<td>20%</td>
<td>Provide outreach including creating and presenting workshops, providing written and verbal consultation, and technical assistance to LEAs and SELPAs on best practices working with students with visual impairments including but not limited to assessment, psychological principals and knowledge, human development, learning theory, psychology assessment, and individual differences. Create curricula, templates, informational and how-to guides, lessons, and other creative implementations to meet the needs of educational team members working with students with visual impairment and share the expertise and work done in the Assessment Center.</td>
</tr>
<tr>
<td>5%</td>
<td>Other duties as assigned that support the California Education Resource Center for the Blind and Visually Impaired as well as the other facets of the California School for the Blind.</td>
</tr>
</tbody>
</table>

To be reviewed and signed by the supervisor and employee:

**Supervisor’s statement:**
- I have discussed the duties and responsibilities of the position with the employee
- I have signed and received a copy of the duty statement.

**Employee’s statement:**
- I have discussed the duties and responsibilities of the position with my supervisor
- I have signed and received a copy of the duty statement