

Indicators of Performance
School Psychologist

RESPONSIBILITIES:

A. Services to Students and Parents

1. Assesses referral questions through appropriate testing and diagnostic practices.
 - 1.01 Assesses referral questions through appropriate observations, testing and diagnostic practices.
 - 1.02 Assists in identifying all types of exceptional children.
 - 1.03 Answers referral questions completely and professionally.
2. Assists and participates in the pre-referral identification and placement of all students discussed by building teams.
 - 2.01 Provides suggestions for home and school activities to assist in intervention and remediation of skills and/or behavior.
 - 2.02 Schedules and attends team meetings.
3. Confers with students and parents as an integral part of the task of helping increase understanding, constructive participation in resolving the students' problems and their knowledge and use of appropriate available resources.
 - 3.01 Confers with parents and students (as appropriate) to share results from the case study evaluation in an effective manner.
 - 3.02 Provides casework services to parents for the purpose of increasing parents' understanding and participation in resolving their child's problems and use of appropriate resources.
4. Conducts in-service training for parents and students
 - 4.01 Assesses plans and prepares ways to meet parent and student needs.
 - 4.02 Teaches content and skills to parents and students utilizing approved methods, materials and approved courses of study.

B. Work with School Personnel

1. Consults with school staff members in planning intervention strategies as well as school programs to meet the individual needs of children as indicated by discussion, referral questions and study evaluations.

- 1.01 Consults with staff members in planning school interventions and programs to meet the special needs of students.
- 1.02 Consults with school personnel for children to show school problems would benefit from behavior management or instructional modification.
- 1.03 Observes classroom performance as related to planning intervention strategies, answering referral questions and case study evaluation.
2. Provides consultative services for students receiving special education services and aids in determining eligibility criteria.
 - 2.01 Provides consultative services for students receiving special education services and aids in determining eligibility criteria.
 - 2.02 Participates in determining eligibility criteria and program guidelines.
3. Participates in the case study evaluation process by obtaining and/or reviewing information relative to intelligence and achievement, social background, cultural, health information, etc.
 - 3.01 Reviews available records and information.
 - 3.02 Obtains intelligence and achievement data, behavioral information and effectively integrates other available information pertinent to the case study evaluation.
 - 3.03 Participates in the case study evaluation process and subsequent IEP conferences in a timely manner.
4. Participates in countywide preschool screenings.
 - 4.01 Participates in early childhood and other screenings.
5. Conducts in-service training for teachers and administrators.
 - 5.01 Assesses plans and prepares ways to meet teacher and administrator needs.
 - 5.02 Teaches content and skills to teachers and administrators utilizing approved methods, materials and procedures.
6. Facilitates the accurate maintenance of school records for use by school staff members outside agencies and parents as required by law, district and Kendall County Special Education Cooperative policy.
 - 6.01 Observes and follows all Kendall County Special Education Cooperative policies and procedures.
 - 6.02 Assists the administration in upholding and enforcing the school Student Records Act and other related documents.
 - 6.03 Maintains ethical standards of confidentiality.

C. Competency in Methods and Practice

1. Communicates effectively, verbally and in writing with members of the IEP team building administration and staff, and Cooperative administrative staff.
 - 1.01 Communicates information relating to assigned responsibilities in a clear manner using proper written and oral communication.
2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
 - 2.01 Establishes a daily, weekly and monthly schedule reflecting consideration for priorities.
 - 2.02 Maintains regular contacts with students, parents, teachers and administration.
 - 2.03 Exhibits reasonable flexibility as needed in scheduling.
3. Maintains a clear sense of overall goals, objectives and tasks of a school psychologist and successfully interprets these to school personnel to maintain primary professional activities and competencies.
 - 3.01 Establishes priorities with school personnel and interprets goals, objectives and tasks to meet priorities.
 - 3.02 Provides in-services on the role and tasks of a school psychologist.
4. Prepares timely written psychological evaluations, including child interviews, observations, intelligence and achievement materials, which systematically appraise the pupil's ability to learn.
 - 4.01 Obtains data to prepare school psychological assessment utilizing standard diagnostic assessments.
 - 4.02 Interprets data to provide recommendations regarding pupil's ability to learn.
 - 4.03 Completes written reports in a timely fashion.
5. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual reviews.
 - 5.01 Schedules participation in team meetings, IEP conferences including placement, IEP's and annual reviews.
 - 5.02 Participates by contributing information, ideas, pre-referral interventions and assessment data meaningful to the student.
6. Provides the school with essential information about pupil's intelligence and achievement so school personnel can better accommodate individual student needs.

- 6.01 Provides information to school personnel that facilitates meeting individual student needs.
- 6.02 Facilitates meaningful interventions for students implemented by school personnel.
- 7. Strives to improve professional expertise in areas of specialization.
 - 7.01 Daily psychological work plans reflect current methods and practices.
 - 7.02 Presentations of information reflect updated, current concepts and materials.
 - 7.03 Participants in professional activities germane to the psychological area.
- 8. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.
 - 8.01 Starts students on tasks quickly and assures efficient transition between activities.
 - 8.02 Efficiently and effectively organizes materials and equipment.
 - 8.03 Students spend minimal time in non-learning activities.
- 9. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
 - 9.01 Communicates positive commitment to the mission of the organization.
 - 9.02 Is accurate and punctual with reports, records and communications.
 - 9.03 Performs other duties as assigned by Kendall County Special Education Cooperative administration.
- 10. Exhibits professionalism and commitment through punctuality and attendance.
 - 10.01 Arrives at work on time and prepared.
 - 10.02 Absences do not disrupt program and building continuity, team plans or the educational process.
 - 10.03 Is punctual and consistent in meeting assigned classes, student, building meetings and committee assignments.
- 11. Participates and performs in other duties as assigned by Kendall County Special Education Cooperative administration.
 - 11.01 Meets accepted standards of professional behavior in participating and performing assigned duties.
- 12. Other duties as assigned.

D. School/Community Relations

1. Functions as a liaison with school, community, family and student when indicated, to link school and community services.
 - 1.01 Collaborates with community agencies in the development intervention and support services.
 - 1.02 Communicates information that link school, parent and community services.
 - 1.03 Coordinates the referral of student to MACY, DCFS and various out-of-school agencies and consults with community resource people.

2. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.
 - 2.01 Provides opportunities for students to express needs, feelings and concerns.
 - 2.02 Promotes student's sense of self-worth through positive comments.
 - 2.03 Incorrect/inappropriate responses do not result in humiliation.

3. Assists the administration in upholding and enforcing school rules and policies.
 - 3.01 Is a positive force when interpreting school programs or policies to students, staff and parents.
 - 3.02 Makes constructive suggestions for school/program improvement to appropriate personnel and participates in change activities.

EVALUATION: Formal and informal observation, field evaluations and conferences shall occur as needed or desired by the professional staff member or administrator and shall be an ongoing process.