

School Psychologist  
Job Description

TITLE: School Psychologist

QUALIFICATIONS: Type 73 Illinois Certificate as a School Psychologist

REPORTS TO: Director of Special Education, Assistant Director and/or Coordinators

FUNCTION: To provide school psychological services to and on behalf of students three to twenty-one so that educational and social/emotional development can be enhanced.

RESPONSIBILITIES:

A. Services to Students and Parents

1. Assesses referral questions through appropriate testing and diagnostic practices.
2. Assists and participates in the pre-referral identification and placement of all students discussed by building teams.
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.
4. Conducts inservice training for parents and students.

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.
2. Provides consultative services for students receiving special education services and aids in determining eligibility criteria.
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.
4. Participates in county-wide preschool screenings.
5. Conducts inservice training for teachers and administrators.

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.

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.
2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
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.
4. Prepares timely written psychological evaluations, including child interviews, observations, intelligence and achievement materials, which systematically appraise the pupil's ability to learn.
5. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual reviews.
6. Provides the school with essential information about pupil's intelligence and achievement so school personnel can better accommodate individual student needs.
7. Strives to improve professional expertise in areas of specialization.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.
9. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
10. Exhibits professionalism and commitment through punctuality and attendance.
11. Participates and performs in other duties as assigned by Kendall County Special Education Cooperative administration.
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.
2. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.
3. Assists the administration in upholding and enforcing school rules and policies.

**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 on-going process.