



**Position Title:** School Psychologist

**FLSA Class:** Exempt

**Updated:** January 2022

**Qualifications:**

- Licensed as per Illinois State Board of Education requirements: M.S., M.A., Specialist, or Ph.D. Degree in psychology or educational psychology and completion of a school psychology program
- Excellent interpersonal, communication, organizational and time management skills with the ability and willingness to collaborate with school personnel to promote student learning
- Possess a valid driver's license and maintains automotive insurance coverage as required by IL law

**ESSENTIAL JOB FUNCTIONS** – May include, but are not limited to, the following:

1. Uses a wide range of instruments to evaluate students to determine eligibility;
2. Demonstrates knowledge of child and adolescent development;
3. Demonstrates knowledge of state and federal regulations and of resources in MSSE, the district and community;
4. Establishes positive rapport with student during testing;
5. Forms positive, collaborative relationships with parents, teachers, and administration;
6. Implements clear procedures related to consultation teams, referrals and eligibility;
7. Establishes standards of conduct while testing and effectively monitors student behavior;
8. Organizes physical space for testing students and storage of materials;
9. Responds promptly to referrals and consults with teachers and administrators to tailor evaluations;
10. Evaluates student needs in compliance with National Association of School Psychologists guidelines ensuring procedural timelines are met;
11. Effectively leads the evaluation team and prepares detailed eligibility documentation meeting required deadlines;
12. Plans interventions/strategies to maximize student success;
13. Demonstrates flexibility and responsiveness following up on parent and staff requests in a timely manner;
14. Regularly reflects on practices and continuously works to improve those practices;
15. Effectively communicates with families and secures necessary permission for evaluations;
16. Maintains accurate records that are organized and submitted within required timelines;
17. Participates in the district and cooperative community maintaining positive relationships with colleagues;
18. Engages in professional development and prepares a professional growth plan or SMART goal each evaluation cycle;
19. Displays professionalism, honesty, integrity, ethical practice and confidentiality; completes student evaluations within legally mandated timelines; complies with the provisions of the IDEA; follows designated schedule, attendance policy and is punctual;
20. May be required to perform other tasks as assigned by the Director, Assistant Director, or Program Coordinators.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

**EXPECTATIONS:**

Maintains a high level of ethical behavior and confidentiality of information about students;

Communicates effectively with staff, parents and students;

Displays fairness, patience, self-control, and impartiality for all students and staff;

Demonstrates the ability to work effectively with others;

Engages in professional development activities;

Performs and completes duties within legally mandated timelines;

Adheres to designated work schedule;

Attends CPI trainings to maintain a valid certification;

Follows policies and procedures of Mid-State Special Education cooperative and the district(s)/ building(s) to which assigned;

Adheres to established rules, regulations, laws, and appropriate ethical standards.

**SCHEDULING**

The normal work hours for this position are 8:00 a.m. to 4:00 p.m. The schedule is subject to change.