



Position Title: School Psychologist

FLSA Class: Exempt

Updated: March 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. Demonstrates knowledge of content and application in the practice of school psychology including assessment uses a wide range of assessments and observation to evaluate students to determine eligibility for and appropriate services for learning success;
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. Facilitates and 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. Recommends and plans research-based interventions and strategies to maximize student success;
13. Demonstrates flexibility and responsiveness in working as part of a team and follows 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, securing necessary permission for evaluations, and with all team members;
16. Creates and maintains accurate reports and records that are organized and submitted within required and expected timelines related to evaluations, IEP meetings, Medicaid services, and others;
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.

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 with all stakeholders;

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.