

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: SCHOOL PSYCHOLOGIST

QUALIFICATIONS:

1. Illinois Professional Educator License with School Psychologist Endorsement.
2. M.S. Degree in Psychology with a concentration in School Psychology.
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principals & Superintendent

DUTIES AND RESPONSIBILITIES:

Provide individual assessment to assist the IEP team to determine eligibility for special education, provide recommendations for remediation to educational personnel, provide leadership in the IEP process, and provide consultation services to educational personnel. The School Psychologist position also provides services to other districts as assigned.

1. Work cooperatively and communicate positively and productively with all district staff to address student needs.
2. Conduct non-discriminatory psychological evaluations using materials and procedures that are appropriately tailored for each individual child.
3. Participate in case study components (classroom observations, learning environment assessments, record reviews, etc.) as appropriate.
4. Conduct student, teacher, administrator, and/or parent interviews regarding student's functioning as appropriate.
5. Participate in eligibility committee conference to determine appropriate student services.
6. Make recommendations for the remediation of student's educational problems which are based on the individual needs and learning styles of the student.
7. Confer with school personnel and parents on each student's functioning and needs.
8. Participate as requested in developing pre-referral intervention strategies and pre-evaluation planning meetings.
9. Participate as requested in developing screening procedures.
10. Consult with school personnel as requested in developing and monitoring behavior management plans for students.
11. Assist school personnel in developing and adapting instructional materials and methods for students.
12. Make home visits when necessary to accommodate parents.
13. Serve as a liaison for the district with EIASE, parents, and community agencies when needed.
14. Assist school personnel and/or parents in making referrals to outside agencies.

15. Prepare psychological reports in accordance with policy.
16. Prepare and share information from psychological reports in a language and manner that is sensitive to and understandable by the audience for which they are intended.
17. Submit required records and reports in a timely manner.
18. Adhere to the appropriate practices and ethical standards of the profession.
19. Stay current with and adhere to state and federal rules and regulations governing special education.
20. Continue professional development.
21. Practice effective oral and written communication skills.
22. Work before or after normal work day hours if essential to meet parent's or district needs.
23. Perform all other related duties as required or assigned.

TERMS OF EMPLOYMENT:

Teachers contract length.

EVALUATION:

Annually by the Building Principals & Superintendent.

SALARY:

Set annually by the Board of Education.

Revised November 9, 2016