

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title: **Psychologist**

Reports To: **Building Admin/Director of Student Services**

Pay Schedule/Range: **Per MEEA Contract**

FLSA Status: **Exempt**

Prepared/Revised Date: **May 2025**

Work Year: **181 Days (added days if needed and approved)**

**SUMMARY:** The Psychologist works to support students’ academic, social-emotional and behavioral well-being, collaborating with educators, parents, and other professionals to create positive learning environments. They will endeavor to improve outcomes for students and schools by providing services that follow best practice, and incorporate the National Association of School Psychologists/NASP Practice Model and Domains of Practice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	
1.	<p>Transition transfer students into the special education system</p> <ul style="list-style-type: none"> <li>● Review records, ensure Minooka CCSD 201 has all records from prior district</li> <li>● Transfer paperwork into digital IEP system</li> <li>● Schedule and facilitate “Move-In” Staffing</li> </ul>
2.	<p>Child Find/Evaluation of students for disabilities</p> <ul style="list-style-type: none"> <li>● Screening, data collection, and identification of possible students with disabilities</li> <li>● Conducting and preparing for domain, ensuring parents have copies of appropriate paperwork</li> <li>● Conducting and preparing for domain and eligibility meetings; prepares detailed paperwork</li> <li>● Consults with colleagues, tailoring evaluations to the questions raised in the referral</li> <li>● Completing appropriate assessment and evaluations of students’ academic, cognitive, social-emotional, and adaptive abilities               <ul style="list-style-type: none"> <li>○ Uses appropriate psychological instruments to evaluate students based on specific student needs.</li> <li>○ Ensures that all procedures and safeguards are faithfully adhered to.</li> </ul> </li> <li>● Communicating needs of students with case managers and related service personnel</li> <li>● Secures necessary permission for evaluations and services</li> <li>● Finalizing eligibility paperwork, ensuring parents have copies of appropriate eligibility paperwork.</li> </ul>
3.	<p>MTSS</p> <ul style="list-style-type: none"> <li>● Active participation in the MTSS/RTI</li> <li>● Gathers and analyzes data</li> <li>● Supports teachers with instructional and behavior management strategies</li> <li>● Maintains current legible records</li> <li>● Provides staff with pre-referral strategies and referral procedures</li> <li>● Collects data on the fidelity and integrity of interventions utilized in the school environment</li> </ul>
4.	<p>Counseling</p> <ul style="list-style-type: none"> <li>● Conducts counseling services for general education and special education students, as assigned by supervisor</li> </ul>

5. Crisis Team <ul style="list-style-type: none"> <li>● Active member of the Crisis Intervention Team</li> <li>● Ability to counsel child in crisis and collaborate with Team after a crisis</li> </ul>
6. Behavior Management Support <ul style="list-style-type: none"> <li>● Establishes appropriate plans that contribute to positive student behavior and are consistently effective with a variety of students across educational settings</li> </ul>
7. Screening, evaluation, and placement of students in out-of-district placements, as assigned
8. Regular education support and consolation, including data collection, observations, and behavior support
9. Medicaid Claim Reimbursement filing on a quarterly basis; maintains accurate and legible Medicaid claim records
10. Supervision of interns, as assigned by supervisor
11. Educating special education and general education staff on current topics related to referral, evaluation, eligibility and placement/services of students with disabilities
12. Mandated Reporter for Department of Children and Family Services
13. Participates in school/district events and projects
14. Maintains appropriate licensure through appropriate professional development activities
15. Assists with other activities as assigned by supervisor

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Completion of a Master’s degree or higher from a regionally accredited institution of higher education
- Completion of a preparation program in the field of school psychology or educational psychology with a specialization in school psychology
- Completed a supervised field experience of at least 250 hours in a school setting and/or child student center.
- Completed either a one-year, full-time internship or one-year of full-time work experience on a valid out-of-state school psychology certificate or license or an Illinois educator license with stipulations with a school support personnel endorsement for school psychologist.
- Appropriate completion of School Psychology Licensure Tests

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Appropriate completion of School Psychology Licensure Tests
- Holds School Psychology certification
- Holds licensure by the State of Illinois
- Training, and/or previous experience working with children

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to communicate effectively via verbal and written communication
- Ability to work in a cooperative and collaborative work environment
- Knowledge of the Illinois State Board of Education and Illinois with Disability Act regulations for identification, placement, and services for students with disabilities

- Knowledge of child and adolescent development and psychopathology within the school setting, specifically in regards to working with children ages 3 through 8<sup>th</sup> grade
- Knowledge of resources for students available through the school or district and some familiarity with resources outside the district
- Ability to maintain student confidentiality through high standards of honesty and integrity in interactions with colleagues, students, and the public
- Ability to advocate for students
- Ability to relate and communicate to both students and adults in a positive and respectful manner, sensitive to cultural and linguistic traditions
- Physically and emotionally competent to perform job responsibilities
- Ability to uphold moral and ethical standards in regards to education for all students

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Building Administration and Director of Student Services

<b>Direct Reports:</b>	<b>POSITION TITLE</b>	<b># of Employees</b>
	None	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.