

### Job Description

**JOB TITLE:** School Psychologist  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Executive Director and/or designee

**TERM/FTE:** School Calendar @ 1.0  
**WORKSITE:** CASE  
**JOB STATUS:** in CBA

**Position Summary:** The employee in this position works as a licensed school psychologist with students at an individual and/or school wide level to address academic, social and emotional learning needs that may interfere with their adjustment to school and their capacity to benefit from an education in the least restrictive learning environment.

#### Position Requirements:

- Completed requirements for a Master's Degree in psychology or educational psychology from a regionally accredited college or university.
- Holds or is eligible for an Illinois Professional Education License with School Psychologist.
- Demonstrates excellent verbal and written communication skills.
- Experience with collaborative groups and processes in a student-centered environment.
- Essential duties and job responsibilities completed in-person.
- Other qualifications of academic, professional, and personal excellence as the Board may specify.
- This position requires work to be done in person and on site.

**Certification, Licensure, Training:** Applicants must complete all requirements of this job as stated with the regulations of the Illinois State Board of Education (<http://www.isbe.net>) and policy statements of the CASE Board of Directors.

#### Essential Duties: (Other duties may be assigned.)

1. Demonstrates solid knowledge of child and adolescent development, diverse learner characteristics, and/or disabilities that impact student functioning to address individual student or school wide student needs. Counseling and remedial measures as appropriate to the developmental needs of students, individually or in groups.
2. Demonstrates and applies a solid understanding of research-based interventions, problem solving processes, and assessment techniques to address Child Find responsibilities. Collects and interprets pertinent information, and clearly delivers the results/interpretation at team meeting and/or IEP meeting.
3. Uses the IEP process and procedures, as per state and federal law, to determine eligibility for special education and to develop an appropriate IEP to meet identified student needs. Supports parental understanding of student's educational needs. Maintains appropriate records.
4. Collaborates with team members including administrators and/or parents to develop appropriate services for students. Understands, demonstrates and utilizes appropriate channels of communication. Consults with teachers, staff and parents to address learning and behavioral needs. Is knowledgeable of the FBA/BIP and MTSS processes. Is knowledgeable of the processes to address mandated reporter, suicide prevention, crisis management, bullying and other social emotional needs of the school community. Serves as a resource to parents and staff regarding resources for mental health and academic concerns.
5. Seeks appropriate in-service and professional development. Provides appropriate in-service to staff, parents and community groups as needed.

**Job Responsibilities:** (Others responsibilities may be assigned.)

1. Works within the policies and regulations of the CASE Board of Directors and member school districts; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE) and serviced by the DuPage Regional Office of Education; and applicable Federal laws, regulations and guidelines applicable to the education of students.
3. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
4. Responsible for the safety and well-being of students under his/her supervision.
5. Responsible for understanding and working within Board of Education policy when assigned to a CASE member school.

**Supervisory Responsibilities:** This job has responsibilities for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.

**Skills, Physical Demands and the Work Environment.** In order to perform this job successfully, an individual must be able to perform all essential duties and responsibilities. The requirements listed below are representative of the skills, physical demands, and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Skills Required:** The employee in this position must have the ability to ...

- read, analyze and interpret documents including correspondence in print or electronic formats.
- establish and maintain effective working relationships with all members of the school community.
- communicate clearly and concisely in verbal or written form.
- write reports as needed. The ability to effectively present information and respond to questions is required.
- perform essential duties within member school district requirements and CASE policies.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to ...

- sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- have vision abilities required include close vision, and the ability to adjust focus. (The ability to withstand long-term use of computer devices is required.)
- to have occasional lifting, carrying, pushing, and/or pulling and significant finger dexterity actions.
- meet work deadlines with severe time constraints, interacting with the public and staff, within irregular or extended work hours.

**Work Environment:**

- The noise level in the work environment is usually low. However, on occasion, the noise level will be moderate.
- Work is usually conducted indoors. Outdoors assignments may be part of this position.
- This work could be conducted at any assigned school district location.

**Employee Performance Evaluation:** Standard operating practice is to conduct job performance evaluations for this job annually during the employee's first four years of employment and bi-annually in subsequent years according to the Illinois School Code and the Collective Bargaining Agreement between the CASE Board of Directors and the CASE Education Association (IEA/NEA).

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

C.A.S.E. is an Equal Opportunity Employer. It is the policy and practice of C.A.S.E. to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. C.A.S.E. ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The Cooperative has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the superintendent.

**Revised: February 2021**