



## **JOB DESCRIPTION: DISTRICT SCHOOL PSYCHOLOGIST PreK-8**

### **POSITION DESCRIPTION:**

The School Psychologist is directly responsible for the psychological assessment of academic, social, emotional, and behavioral domains utilizing problem-solving and standardized evaluations. The School Psychologist monitors the completion of case study evaluations and participates in Individual Education Plan (IEP) conferences and problem-solving meetings, designing systems, programs, and services that maximize students' social-emotional, and educational success. In collaboration with staff, families, students, and communities, the school psychologist promotes effective educational environments.

### **QUALIFICATIONS:**

1. Valid Illinois Certificate, Type 73, in School Psychology
2. Knowledge of methods of assessment; systematic processes to collect data, translate assessment results into empirically-based decisions about service delivery, and evaluate outcomes of services. Knowledge of learning processes, appropriate instructional interventions to meet students' needs, and the ability to implement and assess their effectiveness.
3. Knowledge of behavioral mental health, collaborative and/or consultation models and methods, and their application.
4. Expected to provide leadership in the delivery of comprehensive school psychological services to the learners, parents, and educators in order to facilitate student achievement.
5. Leadership is also expected through involvement in professional organizations, the Department of Education, and other agencies to strengthen the contribution of the profession in the education, adjustment, and well-being of all learners.
6. School psychologists are also expected to provide leadership in their area of specialization.

**REPORT TO:** Director of Student Services

**ESSENTIAL JOB FUNCTIONS:** (The below list is not ranked in order of importance.)

1. Case management (504 Plans and ReEvaluations)
2. Act as the LEA in lieu of the Director of Student Services as needed.
3. Ensure the safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
4. Organize and implement district and state assessments in collaboration with the building administrator.

5. Provide the full range of comprehensive school psychological services as defined by the Illinois State Board of Education (ISBE).
6. Provide direct intervention services in assessment, progress monitoring, diagnosis, mental health, academic interventions, data analysis, and behavioral interventions that affect student achievement.
7. Provide consultation services to children, parents, families, teachers, administrators, and community agencies that will improve student achievement.
8. Lead and participate in various aspects of the Multi-Systems of Support (MTSS) program for the district, such as program development, assessment, progress monitoring, intervention monitoring based on district needs.
9. Lead the behavioral intervention CHAMPS program for the district.
10. Engage in collaborative and networking activities involving educators, school districts, and agencies.
11. Provide information dissemination and training activities through in-service training, presentations, and publications.
12. Monitor the effectiveness and efficiency of services through feedback surveys, annual system checks, process data, and outcome data, and make changes as indicated by the data to improve services.
13. Contribute to the development and maintenance of the department webpage.
14. Develop and accomplish annual goals that are consistent with the department's goals.
15. Lead the "Student Support Team."
16. Provide direct observation and/or crisis intervention as necessary.
17. Implement school-wide training in social skills, functional behavior assessment, CPT, ADHD, and other behaviorally related areas.
18. Prepare and maintain periodic records as required and in a timely manner.
19. Proficiently use technology to communicate, compile reports, and collect data.
20. Participate in building or program activities and meetings as appropriate.
21. Participate in Child Find assessments when needed.

### **GENERAL RESPONSIBILITIES:**

1. Assume appropriate roles as an adult model, behavior manager, and educator.
2. Continue professional growth.
3. Assume other duties and special projects as assigned.
4. Support the School Code of Illinois and ISBE requirements.
5. Assume responsibility for keeping current in literature, research, and the practice of school psychology.
6. Perform all other duties as required or requested by the Superintendent, Director of Student Services, and School Principal.

**ADDITIONAL REQUIREMENTS/QUALIFICATIONS:** Position assignment will be at the discretion of the district considering district/local qualifications as provided in the attached chart; recent coursework (within the past five years); and grade level experience (i.e., Pre-K, K-8).

**RESPONSIBILITY:** Working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. However, the noise level can vary depending on daily activity but will still remain within the acceptable noise level range. The employee frequently interacts with the public and staff. The employee will frequently be required to meet multiple demands from several people and occasionally be required to meet deadlines with severe time constraints.

**TERM OF EMPLOYMENT:** Contractual school year.

**EVALUATION:** Director of Student Services or another District 53 administrator. Performance of this job will be evaluated in accordance with the District's Teacher Evaluation Plan and the School Code.

**REQUIRED TESTING:** Pre-employment Physical Exam.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance and Sex Offender Database.

**FLSA STATUS:** Exempt.

Butler School District 53 has reviewed this position description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Butler School District 53 reserves the right to change this position description and/or assigned tasks for the employee to perform as Butler School District 53 may deem appropriate.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_