

**JOLIET TOWNSHIP HIGH SCHOOL
JOB DESCRIPTION**

- POSITION TITLE:** School Psychologist/District 504 Coordinator
- QUALIFICATIONS:** Master's degree in School Psychology
School Psychologist PEL (SPSY)
- REPORTS TO:** Director of Special Services, Director of Pathways, and/or Coordinator of Special Services
- TERMS OF EMPLOYMENT:** Annual (10) month contract
- EVALUATION:** Performance to be evaluated annually in accordance with the Board and Administrative Policy
- JOB GOAL:** Provide consultation, screening, psycho-diagnostic and the delivery of other comprehensive psychological services to all students for whom the district is responsible and provide educational leadership working with staff and parents in the management of student's 504s.

PERFORMANCE RESPONSIBILITIES:**PROFESSIONAL LEGAL, ETHICAL, AND PROFESSIONAL PRACTICE**

- Meet all appropriate ethical, professional, and legal standards.
- Understand and apply federal, state, and local polices and regulations in the delivery of school psychological services.
- Maintain confidentiality of student records and information.

PLANNING/PREPARATION/PARTICIPATION

- Participate as an integral member of the Behavioral Health Team (BHT) and other school-based intervention meetings as assigned.
- Confer and cooperate with members of the BHT and other school-based intervention teams, as needed, relative to case disposition and follow-up.
- Participate in the development of management plans to aid students who have been referred for service.
- Participate as a member of an interdisciplinary team.
- Display solid understanding of the various approaches to learning that different student's exhibit.
- Understand and utilize resources available through the school, the district and the community.
- Consult in program development, Multi-Tiered System of Support (MTSS) problem-solving process.
- Participate in planning and/or implementation of school or system level crisis response.
- Identify resources and coordinate services with other professionals and/or agencies to address students' behavioral, affective, or social needs.

ASSESSMENT/INTERVENTION

- Complete the psychological evaluation component of the comprehensive case study or re-evaluations and other components, as appropriate.

- Plan and develop appropriate psychological intervention techniques for students for whom psycho-diagnostic evaluations have been completed.
- Implement psychological intervention/consultation procedures including MTSS problem-solving process with students, school personnel and parents whenever appropriate.
- Engage in reflective practices to improve services provided that promote students to be successful within the academic environment.
- Consult with teachers and other school personnel in relation to behavior and learning problems.
- Provide written reports in case study evaluations about all students for whom psycho-diagnostic evaluations have been completed.
- Utilize district prescribed technology in ways that are consistent with ethical and responsible professional practice as directed.

CONSULTATION, COLLABORATION, AND TRAINING

- Counsel students individually and in groups.
- Provide crisis intervention.
- Employ practices that promote home, school, community partnerships that enhance learning and mental health goals for students.
- Identify diverse cultural issues, situations, and other factors that influence family, school and community interactions to address such issues when developing and providing services.
- Consult with parents regarding psycho educational information and interventions.
- Provide students and families with information regarding community services and programs and assist them in accessing these, as appropriate.
- Consult and confer with teachers, staff, and families about strategies to facilitate the social and affective adjustment of students.
- Develop and provide training that address the goals and mission of the educational institution.
- Participate in the development of educational and community partnerships.

PROFESSIONAL RESPONSIBILITIES

- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Adhere to provisions outlined in the contractual agreement, the faculty manual, and administrative directives.
- Communicate honestly and frequently in a professional manner with parents/guardians about the progress of their student.
- Be actively involved in school/district events and projects.
- Maintain accurate case records and documentation.
- Participate in professional development to enhance content knowledge and pedagogical skill.
- Complete monthly Medicaid Reporting.
- Supervise school psychology interns and practicum students.
- Complete all requests and reports on time and in a professional manner.

- Serve as District 504 Coordinator
 - Serve as a daily resource to the building administrators, teachers, parents/guardians, and community members regarding Section 504 issues

- Coordinate 504 referrals.
- Facilitate evaluation/eligibility determination in regard to student 504s.
- Determine appropriate Section 504 team composition and conduct 504 meetings as assigned to develop Section 504 plans.
- Develop skills in the use of the electronic 504 Program.
- Ensure that all due process procedures and timelines are met.
- Serve as case manager for assigned Section 504 plans and monitor implementation.
- Schedule annual reviews of each Section 504 student assigned.
- Maintain compliant building records and documentation for all eligible Section 504 students and provides copies to students' teachers, the PPS Coordinator and/or Director of Special Services upon request.
- Serves as a liaison between the school building, other District staff, and sender school staff regarding Section 504 issues
- Collect, analyze, and report data in a meaningful manner.
- Participate and develop staff in-service activities in regard to Section 504 plans.
- Participate in various meetings as directed by the supervisor.
- Communicate all decisions, plans, and policies to parents, team members, and advocates.
- Meet with staff and support personnel to discuss, monitor and adjust student's programs as needed.
- Other duties as assigned.