



NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE

Psychologist Job Description

Title or Position: School Psychologist

Job Description:

The NDSEC School Psychologist supports student outcomes to help students become successful, happy adults in home, school, work and community endeavors. The psychologist will apply their skills to ensure students attain:

- High academic, behavioral and social emotional development,
- The development and independent use of self-advocacy skills,
- Care for their personal health and wellness,
- Caring for their communities

Core Competencies:

- Proficient communication skills
- Effective collaboration/problem-solving ability
- Practices continuous professional development
- Demonstrates job specific skills required to meet essential job functions

Qualifications:

- Minimum of Master's Degree in School Psychology
- Appropriate administrative licensure and endorsements as issued by the Illinois State Board of Education

Essential Job Functions:

- **Planning and Preparation:**
 - Demonstrates knowledge and implementation of school psychology, principles, theory and practices
 - Demonstrates knowledge of child and adolescent physical, cognitive and emotional development
 - Demonstrates knowledge of applicable laws, district policies/procedures and current best practices related to special education eligibility and services
 - Demonstrates knowledge of available school and community resources useful in assisting students and families
 - **Case Coordination:**
 - Facilitate student eligibility, annual review and progress review IEP meetings, as requested
 - Coordinate case management of students including selection of intervention materials, progress monitoring and program modifications, as needed

- **Classroom Environment:**
 - Demonstrates effective relationship/rapport-building skills with students, families, professional colleagues and community stakeholders
 - Actively communicates and participates in trans-disciplinary teams to maximize student progress
 - Implements approved student safety procedures
 - Assists in the development and implementation of positive behavioral supports and interventions in all school settings
- **Instruction:**
 - Actively contributes to student eligibility evaluations, educational goal-setting/evaluation, functional behavioral assessment, academic intervention, and individualized behavior plan development,
 - Assist team in collection and analysis of student performance data to ensure identification of specific interventions and progress towards goals
 - Provides crisis response services, as needed
 - Evaluates student need in consideration of NASP guidelines
 - Provides timely consultation to teachers, administrators, parents and students for the purpose of understanding student needs and implementation of effective intervention
 - Demonstrate multi-cultural competence and respect for diversity
- **Professional Responsibilities:**
 - Submit forms, paperwork and follow procedures by the established timelines
 - Continue professional growth by participating in organizational, local, state, and national events, trainings, and programs
 - Maintain ISBE/Illinois Department of Professional Regulation database, as required
 - Ensure confidentiality
 - Maintain appropriate attendance/punctuality
 - Provide supervision and practical support to student interns as requested by NDSEC Administrator
 - Other duties as assigned by Program Administrator/Principal

Community Collaboration:

- Collaborate with colleagues, community providers, and parents to share information and expertise related to Best Practices for students with disabilities
- Collaborate with community-based service providers who serve students with disabilities
- Coordinate and participate in parent meetings, family nights, and parent conferences

Reports to:

- Program/District Coordinator or Principal as assigned

Contract Days: 183

Work Hours: 8.0/Daily per specific school/district assignment

PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST**Required:**

Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements:

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively.

Use the chart below to develop your description of physical demands by checking the appropriate boxes.

1. How much daily/weekly on-the-job time is spent on the following physical activities?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision requirements?

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying school supplies, moving equipment, implementing emergency procedures, provision of academic instruction

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.