

## Lemont-Bromberek Combined School District 113A Job Description

<b>POSITION:</b>	Psychologist
<b>MINIMUM QUALIFICATIONS:</b>	Meets all certification, licensure standards and qualification requirements as set forth by state and federal law; Able to lift, carry and move students and objects weighing over 20 pounds; and Able to perform all essential job functions with or without reasonable accommodations
<b>TYPE:</b>	Professional
<b>CATEGORY:</b>	Exempt (Fair Labor Standards Act)
<b>WORK YEAR:</b>	School year
<b>REPORTS TO:</b>	Director of Student Services, Principal/s and Assistant Principal/s
<b>EVALUATOR/S:</b>	Director of Student Services and/or Principal/s and/or Assistant Principal/s

### ESSENTIAL JOB FUNCTIONS:

1. Evaluates students' intellectual abilities by means of standardized intelligence tests.
2. Performs other types of assessment including observation, interview and personality and achievement testing.
3. Evaluates students' learning styles and potentials through analysis of all relevant data.
4. Communicates results of psychological evaluations to appropriate school personnel and to parents or guardians.
5. Completes written reports of the psychological evaluations.
6. Suggests appropriate intervention, remediation and treatment plans for individual children.
7. Assists school personnel in the planning and implementation of such plans.
8. Conducts individual and/or group counseling for children in need of such therapy.
9. Works with school personnel and parents toward a better understanding of students' growth and development.
10. Serves as a liaison among teachers, parents, students, and outside agencies and service providers.
11. Maintains case records on all referred students.
12. Shares leadership with District and school administrators for development and implementation of the District's Response to Intervention (RtI) Plan.
13. Provides leadership for the evaluation, selection and implementation of student assessments and interventions.

14. Participates as an active member of the student services team.
15. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
16. Attends meetings and serves on or leads committees and other school, District and community groups as required by position or organization need.
17. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved knowledge and techniques in specialized area; and for attending appropriate professional meetings.
18. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
19. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
20. Uses current available technologies to enhance job productivity and communications with staff, parents and the community.
21. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
22. Conducts appropriate research.
23. Follows up individual cases seen for case study evaluations, when needed.
24. Provides suggestions, requests, requisitions and other input in the development of the annual school District budget, as requested.
25. Provides personal care for students, including diapering and toileting, as needed.
26. Lifts, carries or otherwise physically manages students, as necessary.
27. Maintains a positive attitude toward job related growth and development.
28. Develops and maintains positive and active relations and effective communications with students, staff, parents, community members and community organizations.
29. Performs other duties as assigned by supervisor/s and Superintendent.
30. Understands and applies the principles of Functional Behavioral Assessments and develops behavior intervention plans as necessary.
31. Assists staff with implementation of formal and informal behavior intervention plans.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Receipt

\_\_\_\_\_  
Date