

**HOMEWOOD SCHOOL DISTRICT 153
JOB DESCRIPTION**

Job Title:	School Psychologist
FLSA Status:	Exempt
Department:	Student Support Services
Reports To:	Director of Student Support Services
Revised:	October 22, 2018

QUALIFICATIONS:

Current Illinois Professional Educators License with School Psychologist Endorsement
Valid driver's license

SUMMARY: To enable students to derive the fullest possible educational experience from school by promoting their sense of self and by treating any psychological or mental health problems.

PERFORMANCE RESPONSIBILITIES:

The list below is meant to be illustrative rather than all inclusive. Accordingly, the list is not meant to be a restriction of the work which can be assigned to an employee.

- Participates in all Child Review Team Meetings as directed by supervisor.
- Acts as member of Crisis Intervention Team.
- Participates in consultative process as needed
- Schedules initial CRT conferences and chair meetings as directed by supervisor.
- Coordinates paperwork for initial evaluations, annual reviews and all special education processes.
- Participates in IEP meetings as needed.
- Prepares reports of school psychological evaluations.
- Reviews records of special education students who transfer into the district, and arranges CRT/IEP meetings per the Special Services policy.
- Participates in building meetings and special education meetings as directed by supervisor.
- Assists in reviewing new evaluation materials.
- Maintains current knowledge of evaluation materials.
- Ensures that duties are performed within prescribed timelines.
- Maintains records according to District 146 Special Services policy and state and federal regulations.
- Participates in Building Team and PPS meetings.
- Participates in program development and staff in-services, workshops.
- Reviews current research and standards of profession through the reading of professional journals and publications.
- Researches projects as needs of the students and district dictate.
- Abides by professional standards as written by NASP.
- Other duties as required.

Knowledge of:

Assessment

Laws, rules, regulations governing Special Education

Curriculum

District Special Education policy and procedures

Child, social and life development

Effective Instruction

Student Learning

Ability to:

Consult with students, parents, teachers and the administration.

Develop and maintain cooperative working relationships with others.

Develop and help implement therapy goals.

Terms of Employment: Teacher Contract