

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE: School Psychologist

CLASSIFICATION:

GEEA:

APPROVED BY: _____

DATE: _____

DISTRICT 41 EXPECTATIONS

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

GENERAL RESPONSIBILITIES (From Teacher Evaluation Plan)

PLANNING AND PREPARATION

- Demonstrating Knowledge and Skill in Using Appropriate Assessments to Evaluate Students
- Demonstrating Knowledge of Child and Adolescent Development and Psychopathology
- Establishing Goals for the Psychology Program Appropriate to the Setting and the Students Served
- Demonstrating Knowledge of State and Federal Regulations, and Resources Within and Beyond the School and District
- Planning the Psychology Program, Integrated with the Regular School Program, to Meet the Needs of Individual Students, including Prevention
- Developing a Plan to Evaluate the Psychology Program

THE LEARNING ENVIRONMENT

- Establishing Rapport with Students, Using Interpersonal Skills, Such as Empathy to Establish Trust and Reduce Anxiety
- Establishing a Culture for Positive Mental Health throughout the School
- Managing Routines and Procedures
- Establishing Standards of Conduct in the Testing Center
- Organizing Physical Space for Testing of Students and Storage of Materials

DELIVERY OF SERVICE

- Responding to Referrals, Consulting with Teachers and Administrators
- Evaluating Student Needs in Compliance with NASP Guidelines
- Participation on the Student Support Team
- Developing Plans to Maximize Students' Likelihood of Success
- Maintaining Contact with Physicians and Community Mental Health Service Providers
- Demonstrating Flexibility and Responsiveness

PROFESSIONAL RESPONSIBILITIES

Reflecting on Practice
Communicating with Families (establishing rapport, securing permissions)
Maintaining Accurate Records
Participating in a Professional Community – Emphasis on the Positive and Supportive Interactions
Engaging in Professional Development
Showing Professionalism , Including Integrity, Advocacy, and Maintaining Confidentiality

EDUCATION AND CREDENTIALING

- Bachelors’ Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

REPORTS TO AND EVALUATED BY: Certified Administrator

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

WORK YEAR

- As designated by the School District’s Official Calendar for the school year.

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Applicable	Desirable	Essential
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			X
Seeing			X
Hearing			X
Lifting/carrying objects weighing 5-20 lbs.		X	
Lifting/carrying objects weighing over 20 lbs.	X		
Pushing/pulling carts and dollies	X		
Climbing ladders and scaffolding	X		
Regularly working at assigned site(s)			X
Driving a car, van or truck on public roads or highways		X	
Proofreading and checking documents for accuracy			X
Using a keyboard to enter, retrieve or transform data			X
Dealing with employees, students and/or parents in high-stress situations			X
Conducting performance reviews with employees who report to you	X		
Disciplining and when necessary, discharging employees	X		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		X	
Operating heavy equipment and/or performing other very hazardous duties	X		
Looking at computer screen/reading data on PC			X

By signing this, I affirm that I have received and read this document.

Employee Signature

Date