

NORTHBROOK SCHOOL DISTRICT 27  
JOB DESCRIPTION

TITLE: School Psychologist

QUALIFICATIONS:

1. Master's degree or greater in school psychology
2. Current Illinois PEL with School Psychologist endorsement
3. Ability to create and manage a complex schedule of student/professional meetings
4. Excellent communication skills
5. Collaborative problem-solving ability

REPORTS TO: Building Principal and Director of Special Education

WORKING CALENDAR:

This position is not a part of the District 27 Teachers Association. However, school psychologists work the same calendar as members of the teachers association, with the addition of up to seven working days, for no additional compensation, at the discretion of administration for the assessment of students for special or gifted education or for district assessment purposes. Working hours will match that of the members of the teachers association for the assigned building.

JOB GOAL:

The primary role of the school psychologist is to advocate for students through problem-solving and development of systems, programs and services that maximize students' current and future social, emotional and educational progress. School psychologists collaborate with individuals, families, schools and communities to promote effective educational environments for all students.

PROFESSIONALISM:

1. Upholds District policies and procedures;
2. Provides professional support to all staff members;
3. Maintains respectful, professional and ethical behavior with all persons in the work environment;
4. Demonstrates commitment to professional growth;
5. Maintains a record of dependable attendance and punctuality;
6. Dresses in a manner commensurate with your professional responsibilities;
7. Maintains confidentiality of information.

PERFORMANCE RESPONSIBILITIES:

**Problem-Solving, Assessment, and Interpretation**

1. Provide leadership in the problem-solving and MTSS process in the assigned building(s).
2. Consult and collaborate with teachers and other professionals to design, implement, monitor, and modify interventions to address students' academic, behavioral, and/or social concerns.
3. Facilitate the MTSS, Functional Behavior Assessment and Case Study Evaluation process by managing and interpreting all existing data, administering assessments when appropriate, and evaluating and summarizing results.
4. Review educational evaluations, summaries, and recommendations received from private providers and/or other schools.

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**Interventions for Students**

5. Use data to develop appropriate interventions, strategies, and programs to promote student progress.
6. Provide interventions to students to support the teaching process and to maximize student outcomes. These interventions may include direct counseling services, classroom-based academic and social/emotional interventions, and school-wide programs or services.

**Consultation and Training**

7. Present in-service training to educational personnel, parents and community members.
8. Participate in continuing professional development to improve and enhance professional knowledge and skills.
9. Be knowledgeable about and follow legal requirements and ethical codes of the profession.

**Professional Practice**

10. Maintain a personal program of professional growth, and provide leadership in maintaining high quality psychological services to the students of the school district.
11. Plan, recommend, and assist with implementation of educational programs, tools and resources in cooperation with the assistant superintendent, special education coordinator, and principals.
12. Complete all reports, paperwork and other assigned tasks in a timely manner.
13. Communicate, collaborate, and follow through with all aspects of the role. This may include but not limited to email communication and responsiveness, scheduling and confirming meetings with teams, facilitate data collection process and intervention plan tracking.
14. Assume additional tasks as designated by the Director of Special Education.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**SALARY:**

Regionally competitive and based on experience.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the District's Supervision and Evaluation plan.

Revised November 2023