

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: School Psychologist

QUALIFICATIONS: 1. Holds a masters degree in school psychology
2. Has successfully completed one-year internship as a school psychologist
3. Holds a valid Illinois certificate as a school psychologist
4. Possesses good human relations skills

REPORTS TO: Building Principal(s) and Director of Student Services/Special Education

JOB GOAL: To provide school psychological services to pupils aged 3-21 who require psychological evaluation and/or assistance in achieving a satisfactory educational and/or behavioral adjustment.

PERFORMANCE RESPONSIBILITIES:

I. PSYCHOLOGICAL SERVICES

- A. Coordinates and administers psychological testing programs.
- B. Recommends appropriate alternative education programs.
- C. Is aware of and takes into account pertinent District programs and external resources.
- D. Provides counseling services for students.
- E. Participates on multidisciplinary teams, in IEP and annual review conferences.
- F. Uses consultation skills with parents, teachers, and other school personnel.

II. COMPETENCY IN SUBJECT AREA

- A. Responds knowledgeably to questions related to psychological services.
- B. Demonstrates, effectively, a repertoire of psychological skills and techniques.
- C. Demonstrates effective test interpretation skills.
- D. Uses grammatically correct English in verbal and written communications.

III. MANAGEMENT

- A. Handles records in a private and confidential manner.
- B. Organizes time and work schedule effectively.

IV. STAFF AND PROFESSIONAL RESPONSIBILITIES

- A. Is punctual.
- B. Maintains and submits accurate records as required by law, Board policy, and administrative guidelines.
- C. Adheres to established time lines and procedures.
- D. Follows building and district rules and procedures in performing assigned responsibilities.
- E. Collaborates with teachers and other special service personnel to provide appropriate learning opportunities for students.
- F. Reports students' progress to parents/guardians.
- G. Handles contacts with parents/guardians in an appropriate manner.
- H. Maintains confidentiality concerning information about pupils and their families.
- I. Meets with parents/guardians during scheduled conferences.

TERMS OF EMPLOYMENT: Wages, hours, terms, and conditions of employment pursuant to negotiated agreement.

EVALUATION: Performance in the position will be evaluated once every two years in accordance with the District's plan for evaluation of contractual continued service staff.

Approved June 8, 1998