

Perandoe District Office
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**Perandoe Educational
Program (PEP)**
500 West South 4th St, Suite A
Red Bud, IL 62278
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Kathleen Trantham Hopkins
Executive Director

SCHOOL PSYCHOLOGIST

GENERAL DESCRIPTION:

The School Psychologist provides a full range of school psychological services to children ages 3-21, including screening and assessment and consultation with school staff, parents, and outside agencies as appropriate. Functions as a member of the multi-disciplinary team to determine the student's eligibility for special services, appropriate programming, and on-going progress. Facilitates the problem-solving/response to intervention/MTSS process, assists in the development of district policies and procedures, supports teams in determining appropriate interventions, and analyzes data to assist problem-solving teams in data-based decision making.

RESPONSIBILITIES:

I. Educational Requirements

- A. Must possess a Specialist Degree or equivalent in school psychology.
- B. Must possess an Illinois License as a school psychologist.
- C. Must engage in professional development activities to maintain licensure.

II. General

- A. Provide individual and/or group services to students and/or parents that emphasize improved educational performance and/or conduct.
- B. Screen and evaluate students including selecting appropriate instruments, administering tests, observations, and completing paperwork which state the evaluation findings.
- C. Conduct initial evaluations and re-evaluations to determine student's level of performance, strengths, weaknesses, and needs in the school. Conduct record reviews and assessments, as appropriate.
- D. Maintain records and evaluation/referral lists in order to effectively manage caseload.
- E. Participate as a member of the multi-disciplinary team and the individualized education program (IEP) committee contributing evaluation findings and collaborating on the student's educational plan.
- F. Participate as a member of the multi-disciplinary team to contribute evaluation findings and collaborate on students' individualized education plans (IEPs).
- G. Provide behavioral and academic recommendations to assist staff in working with general and special education students.
- H. Consult with parents, teachers, and other appropriate staff regarding the student's program and any adaptations/materials needed to facilitate improved performance in the classroom.
- I. Provide training and inservices to school staff and/or parents, as needed.
- J. Maintain appropriate data on students to document current levels of performance and other pertinent information.
- K. Provide guidance to districts to support them in following state and federal laws regarding special education rules and regulations.

L. Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education programs. Participate in activities that promote professional development and use clinical/educational research to enhance services.

M. Assist with other responsibilities as assigned by the Executive Director/designee.

N. Provides Crisis Intervention as needed

III. Professional Growth and Responsibilities

A. Support and implement district policies, regulations, procedures, and administrative directives. Support and follow the policies and procedures of the school districts served.

B. Submit records, testing results, and paperwork promptly and efficiently.

C. Exhibit appropriate and positive conflict resolution skills.

D. Demonstrate ability to adjust to and use new approaches in the performance of duties.

E. Seek and take advantage of opportunities for professional growth.

F. Communicate effectively with students, parents, and school staff.

G. Maintain a professional appearance appropriate to a school/office setting.

School Psychologists must have a valid driver's license and ability to use personal vehicle during work hours.

This is an exempt position according to the Fair Labor Standards Act.