

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### School Psychologist

<b>Supervisor:</b>	Director of Special Education Building Administrator	<b>Employee Group:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>		

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#### Qualifications:

1. Master's Degree
2. Valid Illinois Professional Educator License with endorsement as School Psychologist

#### Terms of Employment:

- Nine (9) month teacher contract

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Assess difficulties of referred students through appropriate testing and diagnostic practices.
2. Consult with school personnel and parents in the process of identifying students with academic and social-emotional problems.
3. Assist school personnel and parents in prescribing remediation plans and techniques for students with learning and social-emotional problems.
4. Participate in diagnostic and multidisciplinary conferences for students needing remediation, referral to outside agencies, of special placement within the system.
5. Administer and interpret test results related to placement of students in special education services.
6. Prepare and submit required reports for case studies in a timely fashion.
7. Assist in the planning and/or provision of staff and parent in-service training.
8. Conduct individual and or group counseling as deemed appropriate through workload process.
9. Participate as a required member of each building's diagnostic and Multi-Disciplinary Team.
10. Maintain case records on all referred students.
11. Serve as a liaison between the school, home, and community.
12. Keep the director of special education and building administration apprised of the progress of students referred for psychological services.
13. Support crisis intervention team as needed.
14. Keep current with best practices and requirements as they relate to your job assignment.

15. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.