

Allendale School

REPORTS TO: Director of Support Services, VP of Educational Services at Allendale

QUALIFICATIONS: A minimum of a Master's Degree in Psychology and one year Illinois Board of Education approved supervised internship.
Valid Illinois Certificate (Type 73) with School Psychology Endorsement.

The School Psychologist provides educational and psychological assessments and interpretation of students' abilities and behaviors, consults with faculty, parents, and students, and provides data and direction for individualized educational intervention within the students' total treatment plan at Allendale School which serves a population with severe emotional disturbance and behavior disorders. The successful candidate will manage IEP documentation, transition plans, and school files for students on the caseload, as well as establish and maintain excellent working relationships with cooperating school districts.

SPECIFIC RESPONSIBILITIES

1. Provides educational assessments and interpretation of students' abilities and behavioral challenges. Makes recommendations for educational interventions and prepares written reports of psycho-educational evaluations.
2. Develops and provides behavioral and academic interventions; obtains parental consent for evaluations; counsels and consults with students, teachers, and parents regarding individualized educational and psychological interventions.
3. Provides supervision of case-study timeline of eligibility determination and 3 year re-evaluations.
4. Chairs IEP staffings as assigned and attends staffings at referring districts for students, functioning as the local education agent (LEA). Sustains excellent communication and a strong alliance with our cooperating districts.
5. Participates in multi-disciplinary staffings, treatment plan updates, and IEP staffings to provide relevant information and relate assessment findings.
6. Monitors and observes classes and consults with staff about behavioral/educational interventions and participates in classroom team meetings when appropriate.
7. Coordinates with the Intake Department as requested to assist with admission, additional services, and student placement.
8. Coordinates with the Vocational Department to expedite appropriate placement of students in suitable vocational opportunities that meet students' desires and needs.
9. Coordinates extended related services as needed for individual students on the caseload.
10. Maintains knowledge of current field trends; maintains membership in appropriate internal and external committees and professional organizations. Attends appropriate professional development opportunities.

11. Develops proficiency in the electronic IEP system: Excentera.

12. Performs other duties as assigned.

Safety and hazard surveillance is everyone's job at Allendale. Due to the nature of our clients and the accident potential of everyday events, this is an ongoing task. Safety begins by taking a close look at the potential hazards in your work area and taking action to eliminate them as they occur.

EDUCATION, TRAINING AND EXPERIENCE

- A. **REQUIRED:**
1. Masters degree in school psychology
 2. Illinois Type 73 certification in school psychology
- B. **DESIRED:**
1. Prior experience with an emphasis in the treatment of children.
 2. Prior experience in a private educational setting.
 3. Prior experience in a special education setting.
 4. Ph.D., Psy.D., or Ed.D.

WORKER ATTRIBUTES

1. Effective communication and interpersonal skills.
2. Ability to independently manage production requirements and operational goals.
3. Ability to interpret and support standards, policies and procedures established by Allendale and/or other agencies.

JOB IMPACT

Errors committed in the course of performing the duties of this position could cause a delay, disruption or early termination of treatment; loss of revenue; and legal problems.

WORK ENVIRONMENT

Work is primarily indoors. May involve travel to various agency/clinical facilities. May be required to physically restrain clients. Must be available for on-call crisis situations. Usage of keyboards and VDT's is approximately 10% of time.

JOB RELATIONSHIPS

WORKERS SUPERVISED: N/A

SUPERVISED BY: Director of Support Services, Allendale

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Length of Contract: 180 days (plus 30 days extended school year)

Evaluation: Evaluation will be completed by the Director of Support Services