
Job Description – School Psychologist Intern

Primary Function: The person in this position assists the schools in the development of appropriate educational programs for students by conducting full individual evaluations, providing direct counseling, consultative psychological services, and conducting and/or participating in ARD meetings for students while under the supervision of a Licensed Specialist in School Psychology to do the following:

- Conduct Full Individual Evaluations as part of the multidisciplinary evaluation team to identify students who may be eligible for special education services
- Facilitate and conduct the ARD committee meetings on a regular basis using the District Special Education Software IEP program
- Utilize the District Special Education Software IEP program to keep accurate ARD information on all special education students
- Provide consultations regarding results of evaluation or other questions of a psychological nature to school personnel and parents
- Collaborate with students, parents, and other members of staff to develop the IEP through the ARD committee process for each student assigned
- Monitor implementation of the IEP/ARD and support service recommendations
- Assist special education teachers in developing appropriate IEPs for their students
- Collaborate with Response to Intervention (RtI) Teams as appropriate
- Implementation of effective instructional strategies and modifications
- Consult district and outside resource people regarding education, psychological, social, medical, and personal needs of students
- Provide short-term services for students such as crisis counseling, suicide prevention, and behavior consultation
- Consult with district personnel on problem issues and crisis management as they relate to students
- Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Calendar and Salary Range: 187 work days. See current salary for Teacher Compensation Plan.

Revised: 6/17/2024

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date