

Vail School District Job Description

Job Title: SCHOOL PSYCHOLOGIST INTERN

Department: School and/or Special Education Office

Reports To: Principal and/or Director of Special Education

FLSA Status: Exempt

Classification: School Psychologist Salary Guide

Approved: 4/22/2014

SUMMARY Works under the supervision of a certified School Psychologist to provide appropriate school psychological services and performs duties as assigned, including those required by state statutes and district policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides consultation to students, teacher and other school personnel and parents regarding social emotional behavioral and/or academic behavior.
- Participates in psycho-educational evaluations.
- Administers individual assessments to students.
- Interprets the results of individual, class, school and district assessments.
- Conducts record reviews.
- Collaborates with site special education teams to make special education decisions.
- Facilitates activities related to the implementation of the Response To Intervention (RTI) model.
- May assist the School Psychologist when the School Psychologist is serving as a resource to committees, school administrators and school personnel surrounding issues and events that would benefit from the specific skill set of a school psychologist.
- Serves as a liaison between students, parents, school staff and community agencies surrounding issues and events that would benefit from the specific skill set of a school psychologist.
- Maintains accurate and confidential records of students.
- Promptly reports issues and concerns to the School Psychologist or to the Principal/Director of Special Education.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Currently enrolled in an APA and/or NASP-approved School Psychology program at an accredited university working towards Arizona certification as a School Psychologist (PSS).
- Must have knowledge of the principles and practices of school psychology.
- Must be able to interpret laws, policies and guidelines relating to school psychology.
- Must be able to work with a diverse student population.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific, scholarly and professional journals, reports, and legal documents. Ability to respond to common inquiries or complaints from staff, parents, regulatory agencies, or members of the business community. Ability to write correspondence and reports that conform to prescribed style and format. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be in the process of obtaining a valid Arizona school psychologist license. Must maintain a valid Arizona fingerprint clearance card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.