

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** School Psychology Intern

**FLSA:** Exempt

### GENERAL SUMMARY

Under general supervision of a qualified supervisor whose training and experience adheres to NASP standards, the school psychology intern assists in ensuring that the district **Vision, Mission and Goals** are achieved and provides a wide range of services to promote mental health, emotional / behavioral functioning, and educational progress for all students with and without disabilities; coordinates and consults with teachers, placement chairs, 504 chairs and Student Assistance Team chairpersons to design interventions, develop appropriate instructional goals and objectives, accommodations and modifications; performs related professional and administrative duties as required. The School Psychology Intern reports to Director of Programs for Students with Disabilities.

### ESSENTIAL FUNCTIONS

Coordinates and implements, as part of a multi-disciplinary team, comprehensive psychological and psychoeducational evaluations to determine eligibility of students for special education services;

Communicates evaluation results to parents and teachers;

Consults and collaborates with teachers, parents, administrators and outside personnel to facilitate students' learning and promote social-emotional adjustment through direct or indirect intervention strategies;

Makes recommendations for instructional programming based on theoretical models of school psychology;

Serves as an advocate for students;

Provides individual and group counseling of students;

Observes students in the classroom setting;

Provides parent and teacher consultation to address management of student progress in academics, behavior, communication and adaptive skills;

Prepares and submits accurate and complete documentation of all assigned cases;

Participates on crisis intervention teams;

Provides schools with legal and technical information related to IDEA, Section 504, SAT, and District policies and procedures related to the assigned special services;

Attends hearings and other meetings as required; prepares and testifies as an expert witness in due process cases in which parents enter into litigation against the District;

Provides and/or assists in providing in-service training for District/school personnel and service providers; Serves on appropriate school-based committees involving services for students with disabilities and needs in area(s) of expertise;

Maintains awareness and expertise in current professional research, trends and methodologies as they apply to school psychological services, attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills;

Receives and responds to inquiries, concerns, and complaints from staff, parents, medical personnel and students regarding psychological services;

Supervises and supports the work of student interns / practicum students as assigned; and

Prepares and /or processes evaluation reports, intervention plans, behavior observation notes, IAPs, group counseling agendas, training materials, accounting reports, case notes, other records, reports, memo, etc.

**JOB SPECIFICATIONS**

**Education and Experience:**

Must have be eligible for internship according to the individual’s university’s standards. Job requires a valid teaching certificate in School Psychology (School Psychologist Level I).

**Knowledge:**

Must have knowledge of the policies, procedures, and activities of the District which pertain to the implementation of behavioral support; knowledge of applicable local, state, and federal regulations and guidelines concerning the provision of behavioral and mental health services; a comprehensive knowledge and expertise in the principles of applied behavior analysis; and knowledge of the current research in positive behavior supports.

**Skills/Effort:**

Under supervision, must have the ability to coordinate the design, development, and implementation of the district’s programs for behavioral services; ability to use independent judgment and discretion as needed in dealing with confidential information and documents; ability to operate general office equipment in the performance of daily activities.; ability to interact in an effective manner with building level administration, teachers, district staff, parents, etc.; ability to prepare and maintain required records and reports; ability to stay abreast of research in programs for students with disabilities and related issues; ability to present research and best practices through professional development activities; and the ability to use technology to enhance communication and delivery of support documents.

**Working Conditions:**

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required and occasional overnight travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

**Responsibility:**

Under supervision, coordinates psychological evaluations to determine eligibility of students for special education services.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_