

TITLE: School Psychology Intern**Page 1****Reports to:** Itinerant Services Director**Supervises:** None**FLSA Status:** Non-exempt**Compensation Level:** Level A

JOB SUMMARY: The School Psychology Intern works under the direct supervision of the Director of Special Education services and Certificated School Psychologists for licensure work experience. It allows graduate students to apply classroom training to school settings, performing duties like psychoeducational assessments, counseling, intervention planning, and consultation with staff and parents.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Conducts psycho-educational assessments to identify students' learning, emotional, and behavioral needs.
2. Provides individual and group counseling, as well as developing and monitoring Social-Emotional Learning (SEL) initiatives.
3. Partners with teachers, parents, and administrators to support student success and implement Multi-Tiered Systems of Support (MTSS).
4. Participates in school-based crisis team meetings and assisting in threat/suicide risk assessments under supervision.
5. Uses progress monitoring data to evaluate the effectiveness of academic and behavioral interventions.
6. Works with a diverse team of psychologists for specialized shadowing (e.g., Autism diagnostics, bilingual assessment, or neuro-psychology).
7. Writes reports, attends professional seminars, and performs research/dissertation work.

Other Essential Functions:

8. Promptly alerts the team of sensitive and/or mandatory reporting concerns.
9. Maintains regular attendance and performs work onsite.
10. Performs other duties as assigned by appropriate administrator and/or supervisor.

REQUIRED QUALIFICATIONS**Education and Experience:**

- Current enrollment in an NASP-approved specialist or doctoral-level School Psychology program.
- Successful completion of all pre-internship practicum requirements.

Licenses/Special Requirements:

- Eligibility for a State Intern License/Certificate.
- Must have a valid Washington State Driver's License/ID.
- Must have a reliable method of transportation. (Travel reimbursement is available for travel between school sites.)
- Must have availability to work afternoons/evenings.

Knowledge, Skills, and Abilities:

TITLE: School Psychology Intern**Page 2**

Knowledge of:

- Knowledge of computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- General knowledge of laws/policies that protect confidential student information and records (such as FERPA).
- General knowledge of laws/policies that protect confidential health information (such as HIPPA).
- Knowledge of District policies and procedures.

Skill in:

- Learning and utilizing computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- Communicating effectively with District staff, parents, and students using tact, courtesy, and good judgment.
- Maintaining positive relations with students, parents, family members, and staff in a multi-cultural, multi-racial and diverse community.
- Maintaining records in an organized manner.
- Strong communication and a commitment to social justice and equity in education.

Ability to:

- Be punctual to all scheduled meetings and school events.
- Attend mandatory meetings and complete district training.
- Pay strict attention to details.
- Practice effective safety and security within work routines.
- Learn and utilize computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- Work with students, parents, family members, and/or staff who have a variety of disabilities.
- Understand and execute verbal and written instructions, policies, and procedures and seek clarity when needed.
- Protect the confidentiality of information consistent with FERPA/HIPPA and handle confidential matters appropriately and ethically.

PREFERRED QUALIFICATIONS

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WORKING CONDITIONS

Classroom or other indoor setting with a dedicated workspace, laptop, and full access to the district's assessment library. May work outdoors in inclement weather. Noise level in work environment can vary depending on daily activity and may occasionally be moderate to high. Physical hazard exists because employee has frequent interactions with students, family members, staff, and/or the public.

PHYSICAL DEMANDS

TITLE: School Psychology Intern**Page 3**

Amount of standing, sitting, and walking will vary depending on the assignment or task. Some assignments/tasks may require the employee to stand or sit for considerable periods of time.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

New: 03/2026