



## School Psychology Internship

### Job Description

<b>Reports To:</b>	Senior Student Services Officer
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified, Salaried
<b>Starting Pay Range:</b>	\$30,000-\$55,000/annual
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite Office
<b>Position Summary:</b>	<p>The School Psychologist supports all students across K-12 schools, providing essential services to promote their well-being and success. This role is based at Hiawatha Collegiate High School and reports to the Network Support Team. Working in partnership with school social workers and the student services team, the School Psychologist advocates for students' overall well-being and is a vital resource for their academic and personal growth. The School Psychologist promotes students' academic, social, and emotional development by actively listening to their concerns and collaborating with educators, families, and community organizations to cultivate a supportive and inclusive educational environment.</p>

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### ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

#### *General Duties*

#### **School Psychologist Intern will:**

- Be licensed in Minnesota as a school psychologist, or be enrolled in and have completed their practicum experience and prerequisite course requirements in a training program approved by the National Association of School Psychologists (NASP), and have the ability to receive a permanent or temporary license from the Minnesota Professional Educators Licensing and Ethics Board. A school psychologist intern will be supervised by

and work under the direction of a licensed School Psychologist with at least 3 years of experience, per NASP requirements.

- Demonstrate skills within each of the ten domains of service outlined in the Model for Comprehensive and Integrated School Psychological Services.
- Display good communication and organizational skills and demonstrate a cooperative and collaborative attitude.
- They should show a willingness to assist where needed and be able to establish good working relationships with a variety of stakeholders.

### **Responsibilities**

- Build and promote inclusive and equitable relationships with students, staff, families, and community members.
- Provide support, assistance, and consultation to teachers regarding the assessment needs of students who may have disabilities.
- Conduct special education evaluations, including:
  - Problem identification
  - Assessment, selection, and administration
  - Result interpretation
  - Team eligibility decisions
  - Documentation in accordance with state and federal requirements and ethical guidelines.
- Participate in Individualized Education Plan (IEP) meetings, facilitating effective communication between staff and families to inform instruction and fulfill school needs.
- Support the implementation of a school-wide multi-tiered system of support (MTSS) model consistent with the district framework to ensure:
  - High-quality instruction and preventative interventions.
  - Effective assessment practices are applied across all levels to understand each student's needs.
  - Alignment of resources and supports for each student's academic, behavioral, and social-emotional success.

- Promote positive behaviors and help students process challenges while setting goals and action plans.
- Conduct evidence-based outcome research to improve psychological services continuously.
- Analyze data and participate in research-driven initiatives to enhance the effectiveness of interventions.
- Provide immediate support and intervention during emergencies or crises, such as natural disasters, school violence, or student crises.
- Offer professional development and training sessions for teachers and staff on mental health awareness, classroom management, and effective intervention strategies.
- Collaborate closely with families to strengthen the connection between home and school, ensuring a cohesive approach to student development.
- Promote practices that address the diverse cultural, linguistic, and socioeconomic backgrounds of students and their families.
- Stay updated on and adhere to ethical guidelines, school laws, and policies to ensure responsible and effective practice.
- Supervise student activities, including:
  - Bus duty—monitoring students as they board buses at the end of the day.
  - Breakfast and/or lunch duty—assisting with monitoring as needed, based on a rotational schedule.
- Perform other duties as assigned by the supervisor, administration, or Student Services Officer.

### **Expectations**

- Supports school goals and objectives consistent with the vision, mission, and values of Hiawatha Academies.
- Participates in creating a culture of excellence, teamwork, and collaboration amongst the staff, teachers, students, and families; a positive culture, open to the views of others, and uses social skills to resolve conflicts.

- Establishes and maintains effective and cooperative relationships with students, parents, teachers, and other school staff.
- Responds appropriately and promptly to parent, student, and staff member needs.
- Maintains strict confidentiality regarding students and the educational setting.

## **QUALIFICATIONS GUIDE:**

**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 & Experience:**

- Completion of graduate-level coursework and eligibility for an internship in school psychology.
- Strong commitment to equity and addressing systemic inequities in education.
- Excellent communication and interpersonal skills.

### **Other Qualifications:**

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

### **Knowledge:**

- Knowledge of diversity, equity and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

### **Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

### **Abilities:**

- Team player
- Love of learning – a lifelong learner

- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Equal Employment Opportunity Statement:**

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender

identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.