

## POSITION GUIDE

**Position Title:** School Psychologist Intern

**Code:**

**Department:** Early Childhood & Special Education Services

**Group:**

**Reports to:** Supervisor of School Psychologist

**Date:**

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### PURPOSE OF POSITION:

The School Psychologist Intern is responsible for psycho-educational evaluations of children referred for eligibility for special education programs and for the re-evaluation of students in special education programs. The psychologist shall serve as a consultant to Intermediate Unit and/or district personnel in the development and implementation of instructional and child management programs while under the supervision of an IU 13 Licensed Psychologist.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
  - ***professional and courteous verbal and nonverbal communication***
  - ***proactive problem solving***
1. Evaluates individual student's functioning in intellectual, academic, social and emotional areas, working within the context of a multi-disciplinary team as per state and federal regulations. Provides reports on the major findings and recommendations.
  2. Serves as a consultant to teachers, administrators, and parents in regard to special education programs to which assigned and provides recommendations for individual children within the programs.
  3. Serves as a consultant to teachers, administrators, and parents in the school district to which assigned, providing advisement on methods of handling school difficulties and individual students in order to prevent problems that may lead to special education placement.
  4. Meets with parents of children evaluated, when advisable, to communicate the results of the psychological assessment.
  5. Performs individual and group counseling to students, when advisable.
  6. Maintains accurate records on job functions, including information on students referred, evaluated, and to be evaluated. Submit such reports as requested on a timely basis, after review and approval of Supervising Psychologist.
  7. Adheres to the established work schedule through regular and consistent attendance.

***This is not a complete itemization of all facets of this position.***

***Page 1 of 2***

8. Performs all other duties and functions as requested by the Director of Exceptional Children Services and/or the Supervising Psychologist.
9. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Education Required: Bachelor's Degree

Certification Required: Enrollment in a program leading to a PA School Psychologist Certificate

Experience Required: None

### **SUPERVISION OF PERSONNEL:**

N/A

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities: Sit: 60%  
Walk/stand: 40%  
Driving to other locations: As needed

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office environment