

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, JANUARY 2019**

JOB TITLE: SCHOOL PSYCHOLOGIST INTERN

GENERAL STATEMENT OF JOB

Under the direction of the Director of Special Services and supervision from the lead school psychologist, provides a wide range of services to promote mental health, emotional/behavioral functioning, and academic progress for all students, with and without disabilities; conduct evaluations and re-evaluations for IDEA and 504 purposes; coordinate and consult with teachers, placement chairs, 504 chairs, SAT chairs, and RtI teams to design interventions, collect data, develop evaluation plans, and create educational plans; perform related professional and administrative duties as required. Reports to Director of Special Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS TO BE PERFORMED UNDER THE SUPERVISION OF DISTRICT PSYCHOLOGIST:

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.

Conducts observations.

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 district and school 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.

Serves as methodological and research consultant for school and District projects; designs and conducts research related to needs of schools.

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

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

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, audio-visual equipment, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, other District / school administrators and staff, students, parents, medical / mental health professionals, community / government agencies, and the general public.

Selects appropriate assessments based on individual student needs and administers tests according to acceptable procedures.

Analyzes and interprets evaluation/re-evaluations data and information based on evaluation and eligibility criteria.

Collaborates with other evaluators to produce comprehensive written reports for evaluations/re-evaluations and shares this information with parents and appropriate school-based personnel and private practitioners.

Adheres to and promotes established rules, regulations, laws, and ethical standards.

Serves district schools and programs as assigned, to include temporary coverage assignments and changes in assignments as district needs necessitate.

Works with school and district personnel to accomplish school and district goals and supports district and school initiatives.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires enrollment in an accredited Ed.S. or Ph.D. school psychology program and approval of their university program for the internship.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and coordinating the work of others.

Language Ability: Requires ability to read a variety of reports and documentation, policy and procedure manuals, medical and psychology texts, professional journals, etc. Requires the ability to prepare therapy plans, reports, records, recommendations, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of conceptual thinking as in psychoanalysis; to apply logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach students, employees and parents. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and in a variety of technical and/or professional languages including psychology, psychiatry, special education, medical, counseling, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use advanced applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.