

Dear Prospective Intern,

Thank you for your interest in the Ft. Worth Independent School District specialist-level school psychology internship. We have carefully and strategically designed our specialist-level internship to provide extensive opportunities to develop all the skills necessary to be an effective School Psychologist. While meeting requirements that align with state and national standards, you will be guided by knowledgeable and experienced supervisors as you work to address the needs of a diverse student population. As you gain experience with evaluation, consultation, counseling, and crisis intervention, you will also be given the opportunity to learn alongside other interns and explore areas of specialized interest. Through group and individual supervision, you will refine decision-making skills that are crucial to early career success. Interns work within the context of the Psychological Services Department of Ft. Worth ISD, which is a diverse group of 40+ professionals. This experience affords interns a unique window into the ongoing services delivered by our competent staff.

We have a careful selection process, as we make a considerable investment of time and resources into our interns, we encourage a developmental model of supervision, which means we provide the necessary training and supports to ensure a transition from university training to practical application. We are specifically looking to identify applicants who are knowledgeable, hardworking, ambitious, and dedicated to promoting the field of school psychology. We encourage all interested applicants to complete and return the application packet. The application packet is located on the Psychological Services department webpage.

Anticipated Timeline of Events:

February 7, 2024 (5:00 pm central time zone) – Application Packets Due (including all required items – see below)

February 9, 2024 – Applications reviewed by the committee to determine interviewees

February 9, 2024 – Applicants notified if selected for interviews by email (MUST schedule through Psychological Services Office, appointments scheduled in order of call received)

February 19/20, 2024 – Tentative Applicant Interviews

February 26, 2024 – Applicants who interviewed will be notified regarding final decisions made for intern positions for the 2024-2025 school year

Application Packet: (all items are required for the application to be considered for review)

o FWISD Application for Specialist-Level Internship Form (available on Psychological Services website) – completed, signed and emailed directly to Megan.Haley2@fwisd.org

o Current comprehensive vita – emailed directly to Megan.Haley2@fwisd.org

o Three recommendation letters emailed directly from person completing the letter to Megan.Haley2@fwisd.org

o Official transcripts of all graduate work • either emailed directly from university directly to: Megan.Haley2@fwisd.org OR • mailed to: Ft. Worth ISD Psychological Services, M.G. Ellis Building, 215 NE 14th St. Fort Worth, TX 76164. Allow ample time for materials to be received as incomplete applications will not be reviewed.

o One comprehensive, de-identified, integrated psychological report that interprets intellectual, academic, and behavior/emotional/personality data. The report should be authored by the applicant, and a school-based report is preferable. Eligibilities addressed could include emotional disturbance, specific learning disability and/or intellectual disability. One report that addresses all areas is preferable. Allow ample time for materials to be received as incomplete applications will not be reviewed.

All required items of the application packet are due on or before February 7, 2024, and it is recommended that ample time be allotted to ensure all items are received by the deadline. Incomplete packets will not be reviewed. It would be greatly appreciated if you will include most, if not all, materials in one transmission to avoid technological issues. If at any point you would like to confirm the status of your application packet, please feel free to contact me. No applications received after February 7, 2024 by 5:00 pm central time will be reviewed. Additionally, please contact me if you have further questions or if I can be of further assistance. I look forward to hearing from you and receiving your application!

Sincerely,

A handwritten signature in black ink that reads "Megan Haley". The signature is written in a cursive, flowing style.

Megan Haley, SSP, LSSP
School Psychologist
Specialist Internship Training Director
Fort Worth ISD