

Psychologist Intern Associate

Purpose Statement:

This position of Psychologist Intern Associate is done for the purpose/s of working collaboratively with a licensed School Psychologist to provide consultation and collaboration with staff and parents, conduct psycho-educational evaluations and advise on effective prevention and intervention activities. Major activities of the position may include leading the evaluation planning process, assisting and completing comprehensive special education evaluations, analyzing and interpreting evaluation results and supporting school teams to make data-based decisions.

Essential Functions:

- Communicates effectively (both orally and in writing) and collaboratively with students, parents and educational staff for the purpose of evaluating situations and solving problems and/or resolving conflicts
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information; developing plans for services and/or making recommendation(s)
- Interprets evaluations and progress monitoring data, psychological and psychiatric reports and special education documents
- Assists in the completion of special education evaluations
- Integrates evaluation data into a clear, organized and educationally relevant evaluation reports
- Facilitates special education meetings, process, etc. for the purpose of problem-solving student academic and social emotional interventions
- Participates in building data team meetings, department meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions
- Maintains records in an accurate and confidential manner consistent with applicable rules, policies and laws
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference and/or conveying information
- Researches resources and methods (interventions, treatment techniques, assessment tools and, methods, community resources for the purpose of determining the appropriate approach for addressing student functional goals
- Follows-up appropriately on all referrals for assessment services

- Responds to questions from parents concerning the evaluation process and district procedures.
- Coordinates all special education evaluations and three-year re-evaluations for all students in the district
- Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff. Operates computer and software programs as related to job responsibilities
- Facilitates special education meetings
- Maintains compliance with state and federal rules for establishing special education eligibility and completing evaluations
- Attends data team meetings in the assigned school(s), IEP meetings and meetings of the school psychologists
- Works as an active, contributing team member of school teams, regional teams, district teams and Student Services Department groups to solve problems and create new opportunities
- Works effectively and collaboratively with diverse student, staff and community populations, maintains accurate, complete and confidential records as required by law, district policy and administrative regulations

Other Functions:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Attends meetings for the purpose of conveying and/or gathering information
- Performs other duties as requested by the Special Education administrator and/or building administrator.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

- Ability to cultivate and model a respectful working and learning environment
- Knowledge of Microsoft Office applications
- Ability to work with third party software, internet and email programs
- Ability to use a variety of assessment tools to assess academic skills, cognitive ability, psychological processing, adaptive and social skills, emotional/behavioral status
- Ability to drive between schools during the work day
- Ability to learn and apply new tasks
- Knowledge of a wide variety of assessment techniques to evaluate students' academic skills, learning aptitudes, personality and emotional development, adaptive behavior, and social skills
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments/schools and community
- Ability to integrate assessment data into a concise, organized and educationally relevant evaluation report
- Ability to take initiative, work independently, and effectively manage multiple projects

- Ability to maintain confidential and sensitive material and information
- Ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals, while under pressure
- Demonstrated proficiency in oral and written communication
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school districts
- Ability to perform multiple, technical tasks and to continually upgrade skills in order to meet changing job conditions

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling: some stooping, kneeling, crouching, and/or crawling: and significant fine finger dexterity. Generally, the job requires 80% sitting 10% walking and 10% standing. This job is performed in a generally clean and healthy environment.

Education and Experience

Bachelor's degree or equivalent with prior experience working a school district environment. Experience differentiating practices for diverse populations.

Continuing Education/Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance