

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

SCHOOL PSYCHOLOGIST INTERN

POSITION: School Psychologist Intern

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

This is a professional position to meet the individual needs of students through educational assessment, psychological testing, direct consultation, and case management to support student progress and mental health in the General Education and Special Education populations. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form. The school psychologist intern will work under the supervision of a certified school psychologist in order to gain experience and develop skills to perform the duties of a school psychologist.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment, and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Knowledge of the principles and practices of psychological diagnosis and counseling as applied to children and the school situation

DUTIES AND RESPONSIBILITIES:

- Completes psychological evaluations within appropriate guidelines and provides interpretation of psychological evaluations to staff, parents/guardians, and students as appropriate
- Provides interventive, consultative, and follow-up services in a variety of situations as needed
- Serves as a resource person for relevant educational/psychological information
- Consults with parents, teachers, and other staff members regarding the improvement of educational programming for students
- Administers psychological tests and analyzes the results of psychological evaluation regarding its significance to the educational setting

- Prepares reports outlining identified educational concerns, diagnostic evaluation, and recommended remedial measures for identified educational concerns
- Participates and serves as a member of the Pupil Services Teams (PST), Individualized Education Program (IEP) Teams, and other teams as appropriate
- Participates in research projects, professional development activities, and continued educational experiences
- Provides crisis intervention assistance to students, school staff, and the school community when needed
- Participates in school and community activities to inform the public of school psychological services and to facilitate community partnership in education
- Works collaboratively with other professionals
- Performs other related duties as assigned, which are pertinent to the skills and background of the school psychologist

QUALIFICATIONS:

Required:

- Master's Degree
- Eligible for a certificate as a School Psychologist as required by the Maryland State Department of Education upon completion of graduate program

TERM OF EMPLOYMENT:

Temporary ten-month internship position.

SALARY GRADE RANGE: The salary for this position will be \$22,000 annually.

BARGAINING UNIT ELIGIBILITY: Not eligible

Updated 05.2025