

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> School Psychologist Intern	
<i>Supervisor:</i> Executive Director of Special Education & School Psychologist	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 11

Job Summary

Under the direction of the executive director of special education and supervision of the school psychologist, provide direct services for assigned schools; assist in the intervention process as a member of the student support team; perform individual psychological observations, evaluations and assessments of referred students; explain the results of these evaluations to parents, teachers and students, when appropriate; provide consultation to educational staff regarding behavioral issues; and perform other related work as required.

Essential Job Functions

(Under the direction of the executive director and school psychologist)

Consults and collaborates with educational staff regarding students with emotional, behavioral, cognitive and learning difficulties, in accordance with all directives, standards, procedures, policies, laws, rules, regulations, codes and guidelines.

Processes referrals, performs observations, and administers evaluation instruments to individual students.

Interprets, analyzes, evaluates, documents, tracks and reports results of observations and assessments.

Assists in the intervention process as a member of the student support team.

Assists in the development of FBAs and BIPs for students and in the implementation of recommended courses of action.

Supports and/or facilitates manifestation determination team meetings.

Consults with teachers, support staff, parents, serves as an integral part of the ESER team and attends meetings.

Maintains accurate records and other required data, prepares and submits reports in a timely manner.

Understands current issues, laws and regulations regarding psychological services, special education, special education trends, and other issues related to children with special education needs.

Maintains strict student and parent confidentiality.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computers, copiers, fax machines, scanners and voice recorders.

Independent Decisions

Makes input suggestions and observations as a part of the re-evaluation process.
Communicates with the supervisor and other staff as situations warrant.

Primary Working Contacts

Frequent contact with supervising school psychologist, executive director of special education, students, teachers, parents, and building administrator.

Responsibility for Cash, Equipment, Safety

Responsible for the safe use of all equipment.

Supervision Received and Exercised

Professional field supervision of each intern is provided by a credentialed school psychologist. The intern field supervisor has at least three (3) years of full-time experience as a credentialed school psychologist and is employed as a regular employee or consultant by the district. The internship includes an average of at least two (2) hours of supervision per full-time week. The school district affords interns opportunities for professional development comparable to those provided to school psychologists in the school district.

Unusual Working Conditions

The school psychologist intern may be assigned to a number of school buildings, so travel and reliable transportation will be required.

Evaluation

The school psychologist intern will be evaluated by the executive director of special education.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Needs to have completed, at minimum, an academic program in the area of school psychology (except for the internship).
2. Must have knowledge of modern psychological principles, processes and techniques.

3. Accepted psychological observation, evaluation and assessment instruments, procedures and applications.
4. Applicable procedures, policies, rules, regulations, codes, laws and guidelines pertaining to special education.
5. Processes involved with the evaluation summary eligibility report.
6. Strong verbal and written skills in English; proper English usage, grammar, vocabulary, spelling and punctuation.
7. Data tracking and collection, record management and reporting methods.
8. Skill in use of computers and technology, to include, but not limited to email, internet, Microsoft Office, or equivalent software.
9. Must work effectively with staff, students, parents, and administration.
10. Must be able to manage time and prioritize projects; ability to maintain a safe environment for students.

The following are preferred:

1. None

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.