

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: School Psychologist Intern

Department: Special Populations

Grade: Teacher Salary Schedule

Terms of Internship: Ten - eleven-month year, depending on hours required by university training program and district determination

Job Description

Date Reviewed: September 2024

Reports to: Coordinator of Special Populations and Lead School Psychologist

Purpose of Job:

To gain supervised experience in assisting school personnel and students in developing effective educational programs for all students, especially those with special needs. The assessment, consultation and evaluative roles will promote student achievement and contribute to student development as mature, able, and ready graduates of the Clarksville Montgomery County School System.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Observes and evaluates children with learning or adjustment problems through a systematic referral procedure based upon state and federal laws, regulations and guidelines
- Prepares and submits psycho-educational reports for purposes of documenting assessment results and providing instructional and/or learning style recommendations.
- Participates as a member of IEP teams, and support teams as necessary, whose purpose it is to develop a service plan (IEP or Educational Plan), recommending appropriate intervention strategies and programming (placement) for students to achieve optimal educational progress
- Serves as a member of the student support team (S-team) wherein intervention plans are developed for students who are struggling in the areas of academics, behavior, and attendance
- Participates in school-level RTI data meetings for both academics and behavior and completes duties as assigned such as calculating student rates of improvement (ROI) as a contributing member of the data team
- Provision of school-based interventions such as group/individual counseling, crisis response, and teacher/student supports
- Provides special education consultative services for schools, teachers, and families
- Consults with personnel of community health, social welfare agencies and juvenile court, as needed to comprehensively address the needs of students
- Conducts manifestation determination reviews for attendance and behavior
- Provides in-service training of school personnel in the appropriate areas in collaboration with the supervising psychologist
- Attends weekly individual supervision meetings with assigned supervising psychologist(s) and provides a log of weekly activities

- Attends monthly group supervision or PLCs with assigned psychologist(s)
- Performs such other tasks as may be assigned
- Adherence to NASP professional standards and code of ethics

Evaluation:

Performance of this job will be evaluated each semester, based on university and/or district-provided model.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Master's degree in psychology with an emphasis in school psychology from an accredited university
- A valid certification form from the university supervisor indicating the applicant is ready for the internship
- Successful completion of a student practicum experience
- Competency with a variety of assessment tools that span domains of cognition, achievement, adaptive, social/emotional, behavior, and systematic observation relative to TN DOE standards for educational disabilities

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.

- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date