



**Title:** School Psychologist Intern  
**Reports to:** Director of Special Education

**FLSA:** Non-Exempt  
**Updated:** February 2025

### Position Summary

The School Psychologist Intern provides a range of supervised psychoeducational services to improve student outcomes in the school setting. They accomplish this by participating in problem solving efforts to support better student engagement and learning at an individual, classroom and school level. School Psychologist Interns work with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments.

### Principal Duties and Responsibilities

*(Essential functions in terms of the American's with Disabilities Act)*

- Conduct psychological assessments and evaluations of students
- Assist in developing and implementing individualized education programs (IEPs)
- Provide intervention services to students
- Support students with behavioral, social, and emotional challenges
- Collaborate with teachers, parents, and administrators to support student success
- Participate in student support team meetings and case conferences
- Participate in multidisciplinary team meetings
- Conduct observations in classrooms to assess student behavior and learning needs
- Assist in crisis intervention and response planning
- Collect and analyze data to monitor student progress
- Support and implement school-wide mental health and wellness initiatives
- Stay informed about state and federal regulations related to special education and psychological services
- Receive supervision and training from a licensed school psychologist
- Participate in professional development and continuing education activities
- Other duties as assigned by the supervisor

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

### Preferred Employment Qualifications

**Education:** Post Bachelor Degree

**Experience:** Student in graduate field of School Psychology

**Supervisory Responsibilities:** None

**Certificates, Licenses, or Registrations:** None

**Other Knowledge, Skills, and Abilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Required:

1. Ability to maintain confidentiality with staff and sensitive information.

2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Ability to effectively manage multiple tasks to meet deadlines.
4. Ability to learn and navigate student management systems.
5. Ability to work as part of a highly motivated, interdisciplinary team.
6. Ability to consistently and reliably perform all duties of the position.
7. Timely, regular and consistent daily attendance is required.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

### **Work Environment:**

The noise level in the work environment is usually quiet to moderate.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## **Terms of Employment**

**Annual Work Days:** 183 days

**Salary Scale:** 90% of Step 0, BA/BS totaling \$45,000

**Application Deadline:** February 20, 2025 by 3:30 pm

**Application Procedure:** Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

*Mrs. Kristi Williams  
C.O.P.E.S.D.  
6065 Learning Lane  
Indian River, Michigan 49749  
Fax: (231) 238-8551  
Email: [williamsk@copese.org](mailto:williamsk@copese.org)*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.