

Job Title:	ESSER Funding LSSP Intern	Wage/Hour Status:	Exempt
Reports to:	Facilitator, LSSP MSW	Pay Grade:	102
Dept/School:	Special Education and Health Services Center	Date Revised:	February 2, 2022

Primary Purpose

Evaluate students as part of a Multidisciplinary Team for students referred for a Full and Individual Evaluation (FIE). Assist the ARD Committee in determining student eligibility for special education services. Assist in the ARD/IEP process through development of behavior intervention plans, counseling goals and objectives and academic goals and objectives to ensure educational benefit under the direct supervision of a Licensed Specialist School Psychologist (LSSP).

Qualifications**Education/Certification**

Currently enrolled in state approved graduate program in school psychology
 Completion of the academic course work and program approval for internship
 Enrolled in University School Psychology Intern Program and must apply for LSSP Trainee Internship license at the end of one year.

Special Knowledge/Skills

- Excellent organizational, communication, public relations, and interpersonal skills
- Knowledge of federal and state mandates regarding special education
- Ability to operate computer and software applications

Experience

One (1) year experience in Special Education

Major Responsibilities and Duties

1. Serve as a member of the multidisciplinary evaluation team.
2. Participate in ARD committee meetings when appropriate and necessary to ensure eligibility, appropriate instructional and related services goals, and objectives.
3. Serve as a member of the multidisciplinary evaluation team
4. Assist teachers and related services staff in developing behavior intervention plans.
5. Participate in Manifestation Determination ARD Committee meetings.
6. Responsible for completion and submission of Service Delivery Logs.
7. Conduct psychological assessments evaluations for students referred to special education, and complete Multidisciplinary Full and Individual Evaluation reports under the supervision of an LSSP.
8. Collaborate with counselor and support staff to provide appropriate support for instruction.
9. Provide counseling services as assigned under the supervision of an LSSP.
10. Work with the campus administrator to facilitate a support system for special education service delivery.
11. Participate in professional growth activities as required by IDEIA, and local and state regulations.
12. Assure the provision of procedural safeguards for students receiving special education services.
13. Comply with requirements as outlined in graduate program and Texas Board of Examiners of Psychologists.
14. Maintain appropriate inventory of professional evaluation materials, such as protocols and test.
15. Consult with parents, teachers, administrators, and related service providers of special education students with social, academic, and emotional needs.
16. Perform other assigned duties as may be required by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours, occasional district-wide and state travel.

Terms of Employment

187 days; salary to be established by the Board of Trustees

**Note: This is a grant funded position and employment is contingent upon availability of ESSER Funds.*

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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