

Branch ISD

Job Description



Job title: School Psychologist Apprentice

Work Location: Varies

Classification: Non-BIO

Reports to: Coordinator of School Psychologists

☐ **Full Time**

☐ **Substitute**

☐ **Exempt**

Schedule:

☒ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

M-F, Schedule Varies

Requirements:

1. Education:

- a. Possess a Bachelor's Degree (or its equivalent) in education or related discipline
- b. Have a plan to become a School Psychologist and be enrolled in a school psychology program that leads to certification as a school psychologist in Michigan.

Essential Functions:

1. Mental Tasks:

- c. Ability to understand written and oral instructions
- d. Ability to demonstrate appropriate verbal and written communications when interacting with others.
- e. Ability to analyze data and prepare reports from various data.
- f. Ability to learn new technology.
- g. Ability to extrapolate information from various sources to create a finished product.
- h. Ability to give directions and supervise others.
- i. Ability to collaborate with a variety of teams and team members
- j. Ability to be flexible in stressful situations.
- k. Ability to accept feedback for performance improvements.
- l. Ability to organize and prioritize duties.

2. Physical Tasks:

- a. Sufficient ability to hear, in order to communicate with others
- b. Ability to bend, stoop, squat and kneel while working on equipment, assisting students, etc.
- c. Ability to lift and move objects of at least 50 lbs.
- d. Ability to drive to and from meeting and/or work sites.
- e. Ability to work evenings, weekends and beyond an eight-hour day, if necessary.

3. Equipment

- a. Ability to utilize electronic equipment and other necessary equipment such as telephones, computers or various types, IPAD, printers, copiers, and calculators.
- b. Ability to utilize various software and web-based applications.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:

- a. attendance
- b. business procedures
- c. student discipline
- d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
- e. obtaining parental permission
- f. personal appearance
- g. emergency, accident or illness

2. Attend all required meetings and submit required reports on time.

3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.

4. Follow administrative directives, verbal and/or written.

5. Safely supervise students during contact hours.

6. Maintain confidentiality.

7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

8. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:

- a. Communicate clearly and accurately when writing/speaking.

- b. Communicate concerns, thoughts, and/or ideas to appropriate:
 - i. Administrator
 - ii. External personnel
 - iii. Parents/guardians (verbal, written, telephone, and home contacts)
 - iv. Other appropriate individuals as necessary
- c. Maintain an environment that is conducive to student learning and collegiality with coworkers.
- d. Assist other personnel as needed
- 2. Management and organizational skills expected:
 - a. Effectively organize work tasks/duties and prioritize appropriately.
 - b. Complete assignments and work tasks accurately, on time, and without constant supervision.
- 3. Application of job knowledge expected:
 - a. Demonstrate logical problem-solving skills.
 - b. Demonstrate skill in assisting students and staff to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Maintain an environment that facilitates learning and safeguards mental, emotional and physical health.
 - e. Utilize a variety of educational materials and techniques to meet the individual needs of students.
 - f. Maintain required professional credentials, licensing and continuing education hours as disciplinary standards dictate.
 - g. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional learning and outside district-provided opportunities.
 - h. Meet specific performance objectives developed jointly with immediate supervisor.
 - i. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.

Duties:

1. Score and enter rating scale results.
2. Upload documents to Illuminate as assigned.
3. Organize, electronically enter data, and file protocols and other evaluation documents created by School Psychologists.
4. Electronically re-format evaluation guidelines, teacher report forms, and other documents as assigned.
5. Perform systematic observations of students.
6. Perform updates on Family Developmental histories for student re-evaluations.
7. Support and participate in Multi-Tiered Support of System (MTSS) activities.
8. Support School Psychologists in record reviews, data collection and analysis.
9. Attend department meetings.
10. Assist school psychologists in the Multi-Tiered System of Supports efforts in the local school districts.
11. Attend meetings as requested by immediate supervisor.
12. Inventory and organize School Psychologist tools.
13. Act as a guest teacher and/or paraprofessional as needed to support BISD programs.
14. Under supervision complete assessments which they are qualified to perform.
15. Performs other duties as assigned.
16. To avoid disruption to school district operation and required student's services, the employee must be able to work additional/supplemental days beyond the signed contract if required.

Employee Name:	Employee Signature:	Date:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: February 2023	Revisions:
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