

**Killeen Independent School District  
Job Description**

**Job Title:** LSSP Intern  
**Reports To:** Coordinator for Special Education Campus Operations/LSSP supervisor  
**FLSA Status:** Exempt

**SUMMARY**

Performs professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavior problems under the supervision of a licensed specialist in school psychology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following under direction of supervisor:

ASSESSMENT

Selects and administers assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.

Scores and interprets test data.

Develops psychological evaluation reports and behavior management plans to be presented to supervisor for review and approval.

Participates in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Prepares and maintains a database of referrals and evaluations for each school assigned.

CONSULTATION

Participates in Manifestation Determination Review for students with emotional disturbance and is available for consult for any other disability under direction of supervisor.

Conducts group and individual counseling sessions and facilitative therapy for students with identified needs.

Consults with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.

Provides staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances as approved by the supervisor.

Meets with parents to discuss pertinent background information and test results.

Consults with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.

Consults with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

#### PROGRAM MANAGEMENT

Develops and maintains effective individual and group relationships with students and parents.

Assists in the selection of assessment materials and equipment.

Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.

Complies with policies established by federal and state law, State Board of Education rule, Texas State Board of Examiners of Psychologists and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.

Complies with all district and local campus routines and regulations.

Participates in professional development activities to improve skills related to job assignment.

Performs other duties as assigned

#### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

#### **QUALIFICATIONS**

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.

#### **EDUCATION and/or EXPERIENCE**

Must be enrolled in an LSSP internship with a regionally accredited institution of higher education.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Approved internship through a formal course of study from a regionally accredited institution of higher education.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as federal rules, policies, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem-solving skills in isolating trouble areas.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.