



## SCHOOL PSYCHOLOGIST APPRENTICE PILOT PROGRAM POSTING

The Huron Intermediate School District is dedicated to educational leadership, effective programs, and quality services in collaboration with community partners to educate all learners.

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in education or related discipline</li> <li>• Acceptance into a school psychology Master’s or Specialist program leading to Michigan School Psychologist Preliminary Certification within two years and full certification within three years</li> </ul>
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> <li>• Eligible for a basic teacher substitute permit through MDE</li> <li>• Pass and maintain School Employment background check</li> <li>• All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>• Physically and mentally capable of rigorous work (capable of sitting on the floor, standing and sitting for extended times, and lifting or pushing a minimum of 50 pounds)</li> </ul>
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>The School Psychologist Apprentice (SPA) is responsible for providing office, classroom, and clerical support to remote school psychologists to assist with the efficient operation of the school district. The SPA also supports the HISD School Psychologists by performing the following tasks. This position involves working with student’s Pre-K through grade 12.</p> <ul style="list-style-type: none"> <li>• Score and enter rating scale results (electronically and hand scoring) into the MET report</li> <li>• Upload documents and data into Illuminate</li> <li>• Organize and file protocols and other evaluation documents</li> <li>• Perform systemic observations for special education evaluations</li> <li>• Review student records (CA-60)</li> <li>• Attend school psychology department meetings</li> <li>• Assist with MTSS efforts in the local school districts</li> <li>• Participate in data review meetings</li> <li>• Assist school psychologist with evaluation/testing data and scheduling of meetings</li> <li>• Provide support for school psychologists conducting classroom observations</li> <li>• Compile and distribute a wide variety of materials and reports</li> <li>• Establish and maintain records</li> <li>• Ensure orderly flow of required paperwork</li> <li>• Effectively utilize student information systems and calendar functions</li> <li>• Must be accurate, efficient, and capable of handling detailed data assignments</li> <li>• Proficient computer skills, including Microsoft Office Suite and Google</li> <li>• Communicate and maintain positive relationships with students, staff, parents, administrators, and community agency personnel.</li> <li>• Use technology as a communication and organizational tool</li> <li>• Use technology to support remote assessments between the school psychologist and students (i.e., computers, tablets, document cameras, student information systems)</li> <li>• Work well within a team setting</li> <li>• Maintain confidentiality at all times</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate based on race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent Huron ISD 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.



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	<ul style="list-style-type: none"> <li>• Exhibit emotional stability and resilience. Withstand difficult situations, handle diversity, and maintain productivity and competence</li> <li>• Regular and consistent in-person attendance</li> <li>• Valid driver’s license with reliable transportation</li> <li>• Other responsibilities as assigned by the supervisor at the Huron ISD</li> </ul>
TERMS:	<ul style="list-style-type: none"> <li>• \$ 20.00 an hour, with mileage reimbursement</li> <li>• Approximately 28 hours per week</li> <li>• 70 hours of paid sick leave</li> <li>• Potential for tuition reimbursement</li> <li>• Single subscriber medical benefits</li> <li>• Retirement through the Office of Retirement Services (ORS)</li> <li>• FLSA: Non-Exempt</li> <li>• Non-Union – Pilot position</li> </ul>
APPLY TO:	<p><b>Send a cover letter, resume with references and credentials to: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></b>  <i>The application period will remain open until filled.</i></p>