

Region 9 Education Cooperative

Job Description

POSITION TITLE:	School Psychologist Intern
Department:	Educational Services
Program:	Related Services
Reports To:	Related Services Manager
Work Day:	Minimum 7.5 hours daily
Contract Days:	Minimum 190 days
FLSA Classification:	Exempt
Employment Status:	Intern
Employment Classification:	Licensed Employee
Salary Schedule:	Ancillary Services
Duty Station:	Region 9

Position Overview

In the educational setting, school psychological therapy is a related service in which the therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate program for children with disabilities and their families. A school psychologist utilizes professional training to evaluate and apply evidence-based practices to support educational programming designed to provide the student with a free and appropriate education in accordance with federal/state/district regulations, policies, and procedures. The school psychologist intern will communicate clearly in giving and receiving oral/written instruction; will demonstrate adaptability in relations with co-workers; will exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families; demonstrate the ability to appropriately manage behavior and create an appropriate learning environment, which will support students to attain their educational goals. The therapist will demonstrate professional behavior consistent with the professional code of ethics and REC9 policy and procedures.

Key Responsibilities

General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict

School Psychologist Intern, 2026/2027

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in a civil, professional and courteous manner.

5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.
7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.
9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

Department/Program Job Duties/Competencies:

THE FOLLOWING ESSENTIAL FUNCTIONS WILL BE PERFORMED UNDER THE SUPERVISION OF A LEVEL 3, LICENSED SCHOOL PSYCHOLOGIST:

- Responsible for adhering to the New Mexico Administrative Code (NMAC), including initial and reevaluation timelines.
- Completes comprehensive initial and reevaluations, using formal (e.g. standardized assessments) and informal measures (e.g., observations, interviews) to evaluate areas such as emotional, attention/activity, functional behavior, and executive functioning.
- Evaluate according to and in compliance with the NM Technical Evaluation and Assessment Manual (TEAM).
- Provide the Eligibility Determination Team (EDT) with a comprehensive or psychological evaluation report to help the team determine whether the student is eligible for and in need of special education services and related services, to include the completion of EDT worksheets in accordance with NM TEAM.
- Assists the IEP team in developing a program that best supports the student's individual needs and progress
- Plans and administers psychological services to support the student's identified educational goals, as determined by the IEP team.

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- In accordance with IEP/IFSP, refers and/or collaborates with outside agencies/professional personnel to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.
- In accordance with federal/state/district regulations, document services provided to or on behalf of students, as identified in the IEP.
- Demonstrates knowledge and compliance with all licensure specific professional standards of ethics and professional conduct.
- Adheres to district policies and procedures while on district campus.
- Completes all record keeping and reporting documentation in a timely, comprehensive, and accurate manner.
- Responsible for planning and conducting in-service training programs on emotional and behavioral related topics for staff, families, students, and community, as requested by the supervisor
- Travels, as needed, to member districts to evaluate, attend meetings, and provide direct services.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

- Must be a current intern student as part of an accredited higher education school psychology program.
- Must be willing to learn and demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.
- Must demonstrate strong interpersonal skills.
- Must be willing to carry out assigned tasks and perform responsibilities.
- Other qualifications determined necessary by the REC9 Executive Director.

Working Conditions

- Primarily works in an office or school site(s), with regular use of computers and standard

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office equipment

- May include a hybrid or remote work component, depending on organizational needs
- Travel to meetings, various sites, or training locations is required
- Generally works a full-time schedule (typically 37.5 hours per week)
- May require extended hours, evenings, or weekends to meet deadlines or address operational needs
- Must be available during core business hours and responsive to organizational priorities

Physical Requirements

- Prolonged periods of sitting, standing, and working at a computer
- Occasional lifting of materials (e.g., files, supplies) up to 25 pounds

Note: These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined in this job description to the best of my ability.

Employee Name: _____

Date: _____

Employee Signature: _____

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