



SCHOOL PSYCHOLOGIST APPRENTICE
(1st Year Graduate Student)

REPORTS TO: Special Education Supervisor	START DATE: 2025-2026 School Year
COMPENSATION: \$15,000 salary (\$202.70 per day)	DURATION: 2 days per week outside of practicum Approximately 74 days, 7 hours per day

Position Summary: The School Psychologist Apprentice (SPA) is in the first year of their graduate school psychologist program; they are a skilled staff member who observes and assists the MOISD School Psychologists and Virtual School Psychologists in the performance of their duties. The work completed by the first-year apprentice will consist of observing and participating with school psychologists, and providing Special Education administrative support. The SPA shall receive instruction from a School Psychologist and/or Supervisor about the tasks required to perform their duties and responsibilities.

Education/Experience:

- Possess a Bachelor’s Degree (or its equivalent) in education, psychology, or related discipline.
- 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.

Certificates, Licenses, Registrations:

- Valid Driver License required.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective working relationships with professionals, students, peers, parents, and community.
- Ability to speak clearly and concisely in written or oral communication.
- Demonstrated proficiency in the use of technology and computer skills.
- Must carry out all responsibilities with an awareness of all requirements, standards, and policies established by the Board of Education.
- Desire to work with students with special challenges and severe disabilities. Ability to prioritize and manage multiple tasks efficiently; possess strong organizational skills. Ability to make decisions and problem solve within a team of service providers.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Mathematical Skills:

- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to extrapolate needed statistical data from given information.

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Mecosta-Osceola Intermediate School District

2425-47

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

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Reasoning Ability:

- Ability to frame and solve a practical problem logically and rationally.
- Ability to apply common sense understanding, to interpret and carry out instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Essential Duties and Responsibilities:

Presence on the job is an employee's fundamental obligation. Regular, reliable, and punctual attendance is required.

The School Psychologist Apprentice supports the MOISD School Psychologists and teaching staff by performing the following tasks:

- Perform CA-60 (student record) reviews for Student Assistance Teams (Child Study).
- Under the supervision of a school psychologist, score and enter rating scale results (those electronically and those requiring hand scoring) into the Multidisciplinary Evaluation Team (MET) report.
- Act as a guest teacher and/or paraprofessional as needed to support MOISD programs
- Review REEDs, Physician Statements, Extensions, MET Reports, and other data as assigned in MiPSE.
- Organize and file protocols (physically or electronically) and other evaluation documents created by the School Psychologists.
- Observe and participate in systematic observations for special education evaluations and FBA/PBSP.
- Observe relevant strategies and ideas provided for behavior planning based on information gathered from the FBA process.
- Attend School Psychologist department meetings (up to monthly)
- Observe School Psychologists' compilation of the Multidisciplinary Evaluation Team (MET) report by adding in observations, parent/teacher input, tables and graphs, and other data as prescribed by the School Psychologist into the report.
- Assist School Psychologists in the Multi-Tiered System of Support (MTSS) efforts in the local school districts.
 - Attend MTSS training as offered
 - Assist with systems-level coaching with School Leadership Team, as offered
 - Support MTSS data collection and data analysis for all three tiers, as offered
 - Support the development of materials for training and coaching, as offered
- Participate in data review for Child Study meetings.
- Other duties as assigned by the Assistant Superintendent of Special Education Services or designee.

Physical Demands:

While performing the duties of this job, the employee will occasionally sit and walk and sometimes stand. Specific vision abilities required by this job include close vision such as typed material. Hearing abilities used while performing this job are hearing conversation in a quiet or noisy environment.

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Work Environment:

The noise level in the work environment is usually quiet. Work is generally performed indoors. When performing the duties with MOISD classroom(s), the employee is directly responsible for the safety and well-being of students.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout their employment in the MOISD.

POSTING DATE: 03/20/2025

APPLICATION DEADLINE: Until filled

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume including current references, and copy of transcripts and/or applicable certification(s) to:

Jessica R. Ross, Human Resources Coordinator

E-mail: jobs@moisd.org

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