



Title: School Psychologist (Full Time)
Position Location: To be determined
Reports to: Director of Special Education

FSLA: Non-Exempt
Updated: May 2025

Position Summary

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

The primary role of the School Psychologist is to facilitate and support response to intervention, participate in child study, collaborate with educators and multidisciplinary teams to evaluate students and recommend programming for eligible students with disabilities to ensure they are adequately supported in the least restrictive environment and to support educators with the use of evidence-based practices.

- Participate in and contribute to the ongoing development of a Response to Intervention Model for student assessment at COP ESD and within local schools.
- To develop, monitor and guide student intervention plans in conjunction with local school staff as a part of a Multi-Tiered System of Supports.
- Consult and make recommendations as a part of a problem-solving team to assist students in deriving the fullest possible educational benefit from school.
- Collaborate with and guide local school personnel in a problem-solving process, data analysis, and other systems level structures resulting in effective student intervention and outcomes.
- Work collaboratively with other ESD disciplines to maximize team effectiveness and results in local schools.
- Perform student evaluations resulting in data and information that can enhance student achievement within the curriculum.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Master's Degree in School Psychology or its equivalent and a Michigan School Psychologist Certificate

Experience: No experience required as long as requirements are met

Knowledge: MTSS, Cognitive Coaching or Adaptive Schools preferred

Certificates, Licenses, or Registrations: Valid Michigan driver's license and a Michigan School Psychologist Certificate.

Other Knowledge, Skills, and Abilities: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Possess at least a Master's Degree in School Psychology or its equivalent and a Michigan School Psychologist Certificate.
2. Completion of a minimum of 45 graduate semester hours in school psychology or related area, in addition to an internship.
3. Completion of not less than 600 clock hours or internship with school-age persons under the supervision of an approved school psychologist training institution.
4. Ability to organize and manage the workload in the assigned schools in order to meet legal mandates, team commitments and timelines.
5. Ability to communicate and work well with students, staff, and parents, verbally and in writing.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift up to 50 pounds, carry, pull, or push heavy objects or materials. There is occasional stooping, bending, and reaching. Close vision is required to perform computer-related tasks.

Work Environment: School setting

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Annual Work Days: 183 days/1281 hours

Salary Scale: In accordance with the Professional Staff Contract Agreement on [COPESD website](#)

Application Deadline: June 11th, 2025 at 3:00PM (or until filled)

Application Procedure: Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

Kristi Williams
Director of Specialized Programs & Services
COPESD
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: williamsk@copesd.org

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.