

Psychological Examiner, Special Services
School District Job Description

Position Title: Psychological Examiner, Special Services

Department: Special Services

Reports to: Director of Special Services

JOB SUMMARY:

The Psychological Examiner works with team members in the school to administer and interpret assessments, which enable the student to work toward his/her potential by providing and interpreting test data that will assist in the development of an appropriate educational plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains confidentiality, unquestionable integrity.
- Identifies pupil needs, makes appropriate referrals and develops strategies for individual education plans.
- Maintains confidentiality and non-judgmental views of children and families served.
- Administers psychological and/or educational tests.
- Prepares written diagnostic reports of evaluations and educational staffing.
- Prepares oral interpretations of assessment results.
- Presents students cases at diagnostic staffing.
- Represent the district as the LEA representative for IEP/Placement conferences as directed by supervisor.
- May provide assistance in the development of an IEP.

- Maintains accurate files and paperwork for the individual students referred, screened and/or receiving therapy or other school-provided services.
- Assumes responsibility for requisitioning and maintaining needed testing equipment and supplies.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students. May lead staff meetings & student staffing as necessary.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

- Degree(s) required in major area of study.
- Valid Missouri psychological examiner certificate and/or Licensed Practicing Counselor (LPC)
- Teaching or school counseling experience, preferred.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to establish and maintain effective relationships with students, peers and parents.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and Board policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job close vision such as to read handwritten or typed material, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff. This position requires a moderate amount of travel.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

EVALUATION:

Performance of this position will be evaluated regularly by the supervisor and in accordance with Board Policy.

TERMS OF EMPLOYMENT:

Teacher contract plus ten (10 days). Salary to be established by the Board of Education.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Pleasant Hill R-III is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, gender, age or disability in compliance with the employment procedures.

Acknowledged _____ Date _____