

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: PSYCHOLOGICAL EXAMINER

QUALIFICATIONS:

1. Master's Degree
2. School Psychological Examiner certificate (DESE)
3. 2 years successful teaching experience
4. Detailed understanding of the special education process.
5. Demonstrate ability to communicate effectively, both orally and in writing.
6. Demonstrate problem-solving skills and mature judgement.
7. Demonstrate ability to work well with others and maintain confidential information.
8. Ability to manage time and multiple priorities to meet deadlines.
9. Ability to transport daily via personal transportation to various district sites.

REPORTS TO: Executive Director of Special Services or Executive Director of Student Services

JOB GOAL: The Psychological Examiner administers and interprets cognitive and educational assessments to assist in determining eligibility and appropriate programming under the Individuals with Disabilities Education Act (IDEA).

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores and interprets standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with Local, State and Federal law.
2. Shows competence in communicating test findings to a multidisciplinary diagnostic team, as well as to students/parents/guardians as applicable. This includes both effective report writing and verbal articulation of test findings, as well as implications of results.
3. Participates in meetings, processes, etc. in order to meet program guidelines and/or ensure compliance with Federal law and State mandates.
4. Maintains a variety of confidential manual and electronic documents, files, and records (e.g. test scores, student evaluations, etc.) in order to provide up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
5. Participates in meetings, workshops and seminars as assigned in order to convey and/or gather information required to perform functions. Will be responsible for staying up to date in test measures and current research as related to the individual evaluation of children.
6. Other duties as assigned.

PHYSICAL DEMANDS: The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

TERMS OF EMPLOYMENT: 190 Days as per School Board Policy GCBDA

TYPE OF POSITION: Exempt

PAYSCALE: Process Coordinator Salary Scale

EVALUATION: Evaluated annually by the Executive Director of Special Services or Executive Director of Student Services

APPROVED BY SCHOOL BOARD: June 24, 2021