

# LYON COUNTY SCHOOL DISTRICT

## Psychologist's Secretary

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**Job Group:** Clerical

**Classification:** Classified

**Terms of Employment:** Pay Grade 25 on the Classified Salary Structure (9 Months, 195 days, 7hr/day)

**FLSA Status:** NON-EXEMPT

**POSITION SUMMARY:** Under supervision of the Special Services Data Manager, along with the Site Principal, the primary responsibilities of the psychologist's secretary for psychological services is to assist the School Psychologist in the areas of preparing evaluation materials and forms needed for testing of students and general office work in order for the School Psychologist to maximize their time with students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Run existing student information list from the IEP database for each school and enter the data into the evaluation database, correlating IEP and reevaluation due dates each school year.
2. Verify dates in the database with physical files.
3. Using information from the confidential file identifying dates for reevaluation and complete file review for the School Psychologist.
4. Maintain the evaluation database for initial evaluations, additional assessments and reevaluations.
5. Provide support regarding referrals. Submit completed referrals to the District Office.
6. Using information from the confidential file, document previous test information for review by the school psychologist.
7. Send and follow up regarding the required forms to parents for signature.
8. Enter data from assessments into computer scoring programs.
9. Type confidential reports written by the School Psychologist, when appropriate.
10. Communicate with parents on behalf of the School Psychologist in regards to times and dates when the parent is available for meetings.
11. Confirm meeting dates and times with the parents, staff and School Psychologist.
12. Update the IEP database with eligibility information following eligibility meetings.
13. Send Special Education Case Manager the copies of all required forms after completion for placement into the student's confidential file.
14. Meet regularly with the School Psychologist on the specific tasks assigned and updates on progress.
15. Provide information to the special education personnel and school administration regarding status of students in the initial or reevaluation process.
16. Maintain confidentiality of all student information and records.
17. Maintain an ample supply of required forms, request forms from the District Office when supply is low.
18. Answer phone calls and take messages for the School Psychologist when he/she is out of the office.
19. Performs and participates in other related duties as assigned by the building administrator or designee.
20. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
21. Regular and consistent punctuality and attendance are essential functions of the job.

### **POSITION EXPECTATIONS:**

#### **Knowledge of:**

1. Office practices such as proper telephone etiquette, copy and distribution of materials, ordering procedures, create written reports and memorandum, etc. Knowledge of special education programs preferred, but not required.
2. Intermediate to advanced computer skills such as data entry and data management

**Ability to:**

1. Effectively interact and communicate with parents and other District employees.
2. Work under close supervision of the School Psychologist, as well as the special services team.
3. Take initiative, be flexible and take instruction as directed.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. High School Diploma or equivalent

**Licenses and Certifications:**

1. None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing		X		
Walking		X		

Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any

other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_