

# SEDALIA SCHOOL DISTRICT #200

**Job Title: School Psychological Examiner**

## **Job Overview**

- Director/Coordinator/Licensed Staff salary schedule
- Employed for 184 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Director of Special Services and Building Principals

## **Qualifications**

- School Psychological Examiner Certification by the State of Missouri
- Understanding of the role of school psychological examiner and the public school's relationship to the community and the people served
- Knowledge of the special education process requirements
- Capacity to make thoughtful decisions based on facts, knowledge and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Administer, score, report write, and interpret the current individual intelligence tests to assist in the referral of students for:
  - Public, private/parochial, and state school initial evaluation for special education services.
  - Public, private/parochial, and state school reevaluation for special education services.
  - Gifted programs.
  - Missouri Scholar candidates.
- Distribute, score, report write, and interpret the individual measures of adaptive behavior (Vineland) and social-emotional behavior (BRP) for students requiring assessment in these areas.
- Computer scoring for all WJ-III tests.
- Assist in the scoring of other academic assessments when additional and/or supplementary information is required by the multidisciplinary team.
- Provide outreach, referral, and assistance to MoHealthNet eligible and potentially eligible children and their families.

- Attend multidisciplinary staff meetings and parent conferences when necessary to interpret test results and participate in the determination of handicapping conditions. Assist with explaining test data results to parents.
- Assist the Director of Special Services in obtaining information about new individual assessment instruments
- Assist the Director of Special Services in the development of special education forms used in the local district compliance plan.
- Assist the Director of Special Services in the maintenance of an inventory of tests and test protocols.
- Attend conferences and workshops on procedural updates and new assessment procedures.
- Attend regular and special meetings as required by the administration.
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.