

TRUSSVILLE CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: School Psychometrist

RESPONSIBLE TO: Special Education Coordinator and Assistant Superintendent of Student Support Services

JOB GOAL:

- To assist the district in appropriate identification and evaluation and maintain compliance for the pre-referral, special education and gifted education processes.
- To aid in test interpretation, eligibility information, and determination.

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

QUALIFICATIONS

1. Master's degree from an accredited institution;
2. Current Alabama Department of Education certification in psychometry required;
3. Experience in special education and knowledge of special education policies and procedures is required;
4. A current Alabama Teaching Certificate or current Alabama Certificate in Psychometry;
5. Knowledge and understanding of academic and behavioral strategies and techniques to assist students in learning;
6. Word processing/computer experience;
7. Strong interpersonal skills;
8. Team player with strong collaboration skills.

DUTIES AND RESPONSIBILITIES

1. Administers assessments to students as requested by the Caseload Managers, IEP Team and/or as assigned;
2. Select, administer, score, and develop reports for cognitive and social/behavioral assessments;
3. Provides interpretation of assessments to facilitate the development of eligibility Reports and IEPs;
4. Possesses a thorough knowledge of the special education process and timelines in order to fulfill responsibilities in implementing the pre-referral to eligibility process.
5. Works with the Special Education Department to track and schedule re-evaluations as required;
6. Maintains a current inventory of protocols, forms and assessment kits and orders as appropriate and approved;
7. Participates in eligibility and IEP meetings as required;
8. Participates in professional development, training, and other continuing education activities to enhance job skills and knowledge;
9. Completes required paperwork in an accurate and timely manner;

10. Attends mandatory staff meetings and any other meetings called by the Special Education Coordinator and/or Assistant Superintendent of Student Support Services;
11. Serves on district committees/teams as assigned to represent the Special Education Services department;
12. Complies with all state and federal rules applicable for the provision of Educational services to Special Education Services students;
13. Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect and analyze data;
14. Organizes and completes special projects and perform other duties and responsibilities as assigned by Special Education Coordinator and/or Assistant Superintendent of Student Support Services;
15. Maintains the confidentiality of all students; and
16. Performs other duties as assigned by the Special Education Coordinator and/or Assistant Superintendent of Student Support Services;

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand and walk.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for the role include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee is required to visit multiple schools and travel between school locations. The school noise level varies but the testing/assessment environment is typically quiet.

Board Approved: August 31, 2009; May 23, 2022