EDUCATIONAL EVALUATOR

Purpose Statement

The job of Educational Evaluator was established for the purpose/s of administering and interpreting psychoeducational and/or developmental tests for students with learning, developmental, and/or emotional disabilities; providing information on child develpment issues to school personal and parents; providing recommendations for program development and student placement; providing referral information to IEP teams; ensuring compliance with federal, state and district policies; providing recommendations for the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological studies; interpreting and applying state and federal codes; and developing strategies and interventions to address the special education needs of eligible students.

This job reports to Director of Special Education

Essential Functions

- Administers and scores a variety of standardized and/or supplemental assessments for the purpose of conducting evaluations and assessing proficiency of students to determine placement and/or program eligibility.
- Assesses students' functional capabilities and/or classroom environment for the purpose of determining student's functional levels and developing recommendations for placement.
- Communicates with students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems, establishing effective relationships, and/or resolving conflicts.
- Compiles information from a variety of sources (e.g. teachers, nurse, probation officer, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive evaluation report in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals as appropriate for the purpose of determining students needs and developing plans for services, and or making recommendations.
- Furthers personal education via staff development, college courses, etc for the purpose of staying current with latest and best practices, and learning new theories and technology.
- Maintains confidentiality of all information for the purpose of protection of students, staff, parents, and district.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. documentation of test results, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in accordance with established guidelines.
- Prepares and presents educational workshops as appropriate for the purpose of presenting information, developing skills, and establishing effective relationships.
- Prepares diagnostic reports (e.g. test results, interpretation, etc.) for the purpose of developing appropriate recommendations based on test results and case history.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals and needs.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring the efficient and effective functioning of the work unit and supporting them in the completion of their work duties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None required

Certificates & Licenses

Professional Teaching Standards Board Certification with proper endorsement

Continuing Educ. / Training

Maintains PTSB Cert. (5 credit hrs/ 5 year renewal period)
Coursework as appropriate to maintaining licensure
Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade