

# PSYCHOLOGICAL EXAMINER

<b>Reports to:</b>	<b>Director of Special Education</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>To be established by the Board of Education annually</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

## **JOB SUMMARY:**

The Psychological Examiner works with team members in the school to administer and interpret assessments, which enable the student to work toward his/her potential by providing and interpreting test data that will assist in the development of an appropriate educational plan.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.***

- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains confidentiality, unquestionable integrity.
- Identifies pupil needs, makes appropriate referrals and develops strategies for individual education plans.
- Administers psychological and/or educational tests.
- Prepares written diagnostic reports of evaluations and educational staffings.
- Prepares oral interpretations of assessment results.
- Presents students cases at diagnostic staffings.
- Provides assistance in the development of an IEP.
- Maintains accurate files and paperwork for the individual students referred, screened and/or receiving therapy or other school-provided services.
- Assumes responsibility for requisitioning and maintaining needed testing equipment and supplies.

## **SUPERVISORY RESPONSIBILITIES:**

Supervises students.

## **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION and/or EXPERIENCE:**

- Degree(s) required in major area of study.
- Valid Missouri psychological examiner certificate or school psychologist certification.
- Teaching experience in the area of special education, preferred.

## **COMMUNICATION SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to establish and maintain effective relationships with students, peers, and parents.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and Board policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

Psychological Examiner-Early Childhood  
Revised: SY 2004-2005