



Job Title: Child Find and Data Collection Specialist

Department: Special Education
Reports To: Executive Director of Special Services
Grade: Teachers' Salary Schedule + 5% for Special Education
Number of Days: Teachers' Salary Schedule
Security Access: N/A
Current Date: May 26, 2015
Overtime Status: Exempt

Position Summary: Role includes both formal and informal assessment assessments as defined by the OSDE Handbook. The Child Find and Data Collection Assistant would work under the supervision of a School Psychologist in gathering formal and informal data for eligibility determination.

Minimum Qualifications:

- Bachelors' Degree.
- Current Oklahoma Teaching Certification in Special Education, School Counseling or a related field.
- A valid driver's license and reliable transportation.
- Preferably experience in the Child Study Team Processes; administration of individual assessments in achievement, development and other assessments in which Examiner Qualifications are met.
- Special Education Processes and 504 Processes.
- Preference for this position will be given to individuals: seeking certification in School Psychometry or School Psychology.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Under the supervision of a School Psychologist, responsibilities include:
 - Administration of individual assessments in the five areas of development, academic/achievement and other formal assessments in which their credentials meet specific Examiner Qualifications.
 - Participation in prereferral interventions and the Child Study Process.
 - Writing reports and data entry onto Special Education paperwork.
 - Computer scoring and printing.
 - Preparing paperwork for School Psychologists review of eligibility.
 - Participation in 504 eligibility and programming.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to multi-task and complete tasks within determined timelines.
- Ability to utilize computers efficiently and learn varied School Psychology "specific" programs.
- Upon training by a School Psychologist, the ability to follow standardization requirements of individualized assessments.
- Ability to communicate effectively with School Psychologists in determining supports needed.
- Ability to follow directions and guidelines as presented by the Lead School Psychologist.
- Ability to engage successfully with children.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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