



Job Title: School Psychometrist

Department: Special Education

Reports To: Lead School Psychologist

Grade: Teachers' Salary Schedule + Psychologist Stipend

Security Access: Site

Current Date: August 26, 2015

Overtime Status: Exempt

Job Objectives: The School Psychometrist performs many tasks to include serving as the Qualified Examiner, serving as the District Official in meeting IDEA policies and meeting the District's obligation of Child Find. The School Psychometrist administers individualized comprehensive assessments utilizing standardized assessment in which they meet Examiner Qualifications. For assessment in the areas of Psychological, Social/Emotional, the School Psychometrist works under the supervision of a School Psychologist.

Minimum Qualifications:

- Current OSDE Certification in School Psychometry.
- Master's Degree.
- Valid Driver's license and reliable transportation.

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.

- As an LEA representative, has an obligation of "Child Find" in identifying children with disabilities in need of special education services.
- Utilizes district guidelines, when reviewing assessment data from an outside agency or school district.
- Consults with School Psychology Case Review and works under the supervision of a School Psychologist for interpretation of disability eligibility for the disability categories with the required components of Psychological, Social and Emotional Assessments.
- Participates in the Child Study Process after Tier II Interventions and guides the team through the referral process for Special Education Services.
- Assures that before the consent for assessment process is initiated, the Child Study Team has implemented targeted interventions with a response to intervention.
- Guides Child Study Teams through the individual evaluation process and serves as the District Official who is responsible for signing the Parent Consent for Evaluation form on the district's behalf.
- Completes components of a comprehensive assessment as required by district policies in a professional manner and by established timelines.

- Serves as the Qualified Examiner on the Multidisciplinary Evaluation and Eligibility Group Summary (MEEGS) Team and explains the assessment, disability criteria and qualifications.
- Prepares and processes Special Education eligibility component of the (MEEGS).
- Provides intervention strategies and consultation services for children on IEP's, parents and staff with regard to education and behavioral needs of special education students.
- Submits weekly calendar/schedule per established procedures.
- Attends district, departmental and staff meetings when required.
- Assists with in-service training of school personnel when requested.
- Other duties as assigned.

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

- Ability to engage successfully with children.
- Effective oral and written communication skills.
- Ability to work cooperatively and collaboratively with others.
- Ability to multi-task and complete tasks within determined timelines.
- Ability to translate established Department and District goals into every day work activities.
- Ability to consistently implement district special education policies and procedures.
- Ability to maintain confidential information consistent with State Department of Special Education Office norms.
- Ability to utilize computers efficiently and learn varied assessment “specific” programs.
- Ability to follow standardization requirements of individualized assessments.
- Ability to follow directions and guidelines as presented by the Lead School Psychologist.
- Ability to travel from site-to-site and carry professional materials.
- Ability to lift and move a minimum of ten pounds from vehicle to specified work area at each site.

Supervisory Responsibility: Does not directly supervise any individuals.

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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