

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Psychometrist

QUALIFICATIONS:

- A valid license to practice as a school psychometrist
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Exceptional Education Director

SUPERVISES: N/A

JOB GOAL: To conduct Exceptional Education and district testing

PERFORMANCE RESPONSIBILITIES:

- Serve as chairperson of the Exceptional Education assessment team
- Provide psychometrically sound educational assessments for student referred for Exceptional Education services
- Compile assessment team data and write assessment team reports in conjunction with at least on other assessment team member
- Communicate daily with the Exceptional Education Director relative to the status of students in the assessment process
- Work closely with the district nurse and case manager(s) relative to the number of students awaiting assessment and/or numbers of assessment team reports in process
- Serve as consultant to the regular and Exceptional Educations educators regarding assessment and status of students referred
- Serve as consultant to parents of students either being assessed or placed in Exceptional Education programs
- Report testing supply needs to the Exceptional Education Director
- Compile reports and serve on Exceptional Education committees as may be assigned by the Exceptional Education Director
- Reform such other duties concerning the referral-to-placement process as may be assigned by the Exceptional Education Director
- Work with principals to explain ineligible status of certain students and help recommend alternatives
- Conduct professional develop training under the direction of the Exceptional Education Director for school personnel concerning testing procedures
- Assume additional responsibilities when deemed necessary by the Exceptional Education Director

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)