

Southeast Area Cooperative Job Description

Position: Psychological Examiner

Status: Exempt

Requirements:

Education Level: Master's Degree with a concentration of coursework that is essentially psychological in nature and 30 semester hours of undergraduate or graduate coursework from an accredited program is required. Eligible for South Dakota Department of Education certification as a psychological examiner.

Experience Desired: Successful internship.

Physical Requirements: Constant hearing, hand-eye and mind-eye coordination; frequent repetitive motions with wrists, hands and fingers, scheduling, sitting, speaking, walking, talking, and writing are required. Posses the physical ability to perform all the essential functions and duties identified in the job description. Valid driver's license required.

Other Requirements: Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Competence in completing assessments, developing interventions, and consulting with others. Demonstrates competency in computers and use of word processing, spreadsheets, and data entry. Demonstrates ability to work well with others.

Reports To: School Psychologist, Director

Essential Functions & Duties (under the supervision and guidance of the school psychologist)

1. administers individual psychometric assessments of students
2. prepares evaluation reports to be signed by psychologist for evaluation teams and parents
3. participates in building evaluation teams at the request of the assigned psychologist
4. maintains student records regarding the referral, evaluation and placement process in compliance with district, state and federal requirements
5. participates in parent conferences and IEP meetings and communicates with parents, as needed
6. utilizes evaluation techniques consistent with current professional standards
7. provides the necessary data and interpretations to assist the staff or member school districts in the development of an educational plan for eligible students
8. establishes good interpersonal relationships and establishes positive rapport with students, colleagues, administrators and parents
9. provides for the well-being, health and safety of all students
10. seeks out and participates in professional growth activities
11. participates in school and cooperative committees and adheres to cooperative policies and rules
12. consults with teachers, and other school personnel to enhance students' learning, social and behavioral skills
13. performs other duties as assigned by the director
14. understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act.

Working Conditions

Inside

Outside

Both

X

Climatic Environment:

Typically, work is conducted in comfortable classrooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

Hazards:

Some classrooms, offices and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials, and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions. I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Print Name

Date