

Wentzville R-IV School District
Position Description
Locator: 2.11

Position Title: Psychological Examiner

Reports To: Assistant Superintendent for Special Services

SUMMARY

To provide educationally and psychometrically sound diagnostic assessments of students referred for special education evaluation.

QUALIFICATIONS/REQUIREMENTS

Psychological examiner will hold Missouri State Board of Education certification as a school psychological examiner.

ESSENTIAL JOB DUTIES

- Coordinates the special education diagnostic evaluation program in the assigned building.
- Responds to referrals in compliance with State regulations.
- Conducts Review of Existing Data meeting.
- Develops Individualized Evaluation Plans in compliance with State regulations.
- Ensures that all required notification and consent forms are obtained prior to initiating testing in compliance with State regulations.
- Schedules building level diagnostic staffings for initial/re-evaluations.
- Conducts parent intakes and collects social histories for initial evaluations (and re-evaluations as needed).
- Conducts psycho-educational assessments in accordance with established standards and in compliance with State regulations.
- Serves as chairperson for evaluation staffing.
- Compiles and edits evaluation reports in a timely manner.
- Insures that evaluation reports are typed, proofed and disseminated in a timely manner.
- Completes Notice of Action of Eligibility/Ineligibility for parents and the Assistant Superintendent of Special Services.
- Participates in the development of Individualized Education Programs for newly diagnosed students, as needed.
- Maintains regular communication with Building Principals/Counselors/STAT Coordinator and diagnostic team member, about evaluation status, procedures and diagnostic issues.
- Coordinates 3 year re-evaluations for students placed outside of district.
- Interprets diagnostic information received from another school for transfer students.
- Review information from out of district evaluations and incorporate that information into the Evaluation Report.

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- Contributes to the on-going development of the district's diagnostic evaluation program.
- Makes recommendations to the Coordinator of Evaluation Center for procedural improvements.
- Serves as a resource for parents and staff members in locating information about special education diagnoses and services.
- Assists the Coordinator of Evaluation Center in planning and presenting staff in-services on diagnostic assessment topics.
- Participates in professional development activities as assigned by the Coordinator of Evaluation Center and/or the Assistant Superintendent for Special Services.
- Prepares reports as requested by the Coordinator of Evaluation Center and/or the Assistant Superintendent for Special Services.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Coordinator of Evaluation Center and/or the Assistant Superintendent for Special Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policy

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.