

Cape Girardeau Public School District No. 63
Job Description

Job Title: Psychological Examiner

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports To: Assistant Superintendent, Special Services

Brief Description of Position:

The Psychological Examiner is responsible for providing an educationally and psychometrically sound evaluation assessment of students referred for special education evaluation.

Required Qualifications:

- A master's degree representing intensive coursework in the principles and practice of educational guidance, educational testing and measurement, counseling, the psychology of learning, and statistics.
- State of Missouri Psychological Examiner or School Psychologist certification
- At least two years of successful teaching experience, experience in special education, counseling, or psychometrics.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrate skills in computer word processing, spreadsheets and data bases

Essential Duties and Responsibilities:

- Prepare psycho educational evaluation reports based on test results and interpretation.
- Integrated with case history, prepare evaluation reports that present an accurate and clear profile of a student's level of functioning or disability.
- Assess each student's strengths and weaknesses, compare test results with the standards of the evaluation instruments, analyze potential test biases, and develop appropriate recommendations to help direct educational interventions and services in a most inclusive and least restrictive environment.
- Abide by laws and regulations applicable to testing and assessment in special education and follow school district policies and codes of ethics applicable to education, special education and psychological assessment.
- Provide psycho educational interventions such as consultation services, collaboration in behavior management planning and monitoring, devising social skills training programs for special services educators.
- Establish and maintain rapport with children, parents and teachers.
- Read and interpret research in behavioral and clinical assessment.
- Perform any other related duties as required or assigned.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: August 1, 2017

