HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Specialist, Evaluation – ED Cert

JOB CODE: 000642, 000643, 000644, 000645, 000646
GRADE: EV

CONTRACT LENGTH: Varies

IMMEDIATE SUPERVISOR: Manager, Child Study

POSITION SUMMARY:
Evaluate students with severe disabilities and assess students for specific learning difficulties. Make recommendations for appropriate instructional strategies.

ILLUSTRATIVE DUTIES:
Serve on Intervention Assistance Team (IAT) and Campus Referral Committee (CRC).
Serve as case manager for all students assigned for evaluation.
• Select and administer appropriate test instruments and analyze test results.
• Utilize appropriate scoring program analysis and comprehensively interpret results.
• Conduct classroom/behavioral observations.
• Prepare and maintain a computerized Full and Individual Evaluation report for each student evaluated.
• Conduct Multi-Disciplinary Team (MDT) meetings with appropriate professionals.
• Participate in Central MDT meetings with other professionals for students evaluated.
• Present and interpret evaluation results for members of the Admission, Review and Dismissal (ARD)/Individualized Education Plan (IEP).
• Recommend appropriate disability condition(s) and teaching strategies based on test results for ARD/IEP Committee consideration.
• Conduct in-services for school personnel on intervention strategies, referral process, classroom modifications/accommodations.
• Prepare and maintain a computerized database of evaluations conducted at each school.
• Communicate with parents and professional staff regarding Child Find process and procedural safeguards.
• Review outside evaluations provided by other districts, agencies or by the parent.
• Collaborate with school personnel and parents regarding each assigned student.
• Perform other related duties as assigned.

POSITION REQUIREMENTS:
Education:
• Master's degree from an accredited college or university.
• Texas Certification as an Educational Diagnostician or licensed by the Texas State Board of Examiners of Psychologists as a Licensed Specialist in School Psychology.

Experience:
• Five to six years of related experience.
• Working knowledge of computers, word processing and related data base software.

Other Requirements:
• The ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the department.
• Ability to adjust the eye to bring an object into focus; judge distance (close/ and distant); reach with arms extended and use hands to manipulate the equipment.
• Ability to lift and carry up to 20 pounds, stoop, kneel, crouch, walk, drive and/or be mobile.
• Valid Texas Driver's license with applicable insurance coverage.