

| FNSBSD JOB DESCRIPTION | |
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| <i>Job Title:</i> School Psychometrist/Educational Diagnostician | |
| <i>Supervisor:</i> Executive Director of Special Education | <i>Classification:</i> Certified |
| <i>Days/Months:</i> 184 days | |

Job Summary

The school psychometrist/educational diagnostician works as part of a multidisciplinary team to provide input for educational decision-making as it relates to students with disabilities or suspected disabilities.

Essential Job Functions

Participates in the evaluation, determination of eligibility, planning, and implementation of special education supports.

Conducts appropriate assessments for students utilizing testing and diagnostic practices as they are referred through the special education department and at the direction of the school psychologist.

Conducts appropriate academic and cognitive evaluations and assists parents, staff, and other concerned individuals to understand those results.

Obtains and uses evaluative findings, including student achievement data, to examine program and/or service effectiveness.

Maintains case records on all referred students.

Supports the evaluation team leader, the school psychologist, for students given comprehensive testing.

Consults on academic and behavioral needs for students under review by building intervention teams.

Works with school-based student support teams to determine the effectiveness of multi-tiered system of support interventions prior to a referral for special education services.

Assists the director of special education and coordinators in developing and presenting in-service training programs for school personnel and parents when appropriate.

Maintains current knowledge in his/her professional area, including pertinent federal law and state special education regulations.

Assists and cooperates with necessary modification and implementation of the screening and referral system as needed.

Participates on district data review committees as needed.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, printer, copy machine, video projector, personal smart devices (iPad, iPhone) and other equipment needed to develop and present training to staff. Computer software including word processing, email, internet access software, google docs, and software approved and adopted by the district and/or building such as computer scoring programs.

Independent Decisions

Independent decision-making expected, verifying course of action with supervising district administrator as needed, based on school board policy, district and/or building rules.

Primary Working Contacts

Special education and regular education teachers, building principals, special education coordinators, school psychologists, and other school psychometrists/educational diagnosticians.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

Supervised by the executive director of special education. Responsible for the safety and supervision of students during individual testing or while delivering services.

Unusual Working Conditions

Itinerant travel to various schools and the district's administrative center for testing and meetings.

Evaluation

Written evaluation, annually or more frequently, in accordance with district policy, by the director of special education or other appropriate district administrator.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Hold or be eligible for an Alaska Type C certificate with state-approved endorsement as a school psychometrist or educational diagnostician.
2. Experience in giving a wide range of cognitive and academic tests.
3. Knowledge of state and federal special education regulations.
4. Experience in development and implementation of IEP's.

The following is preferred:

1. Two (2) years of experience as a psychometrist or diagnostician.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.