



<b>Job Title</b>	Psychometrist II	<b>Job Category</b>	Certified
<b>Department/Group</b>	Special Education	<b>Term of Contract</b>	12 Months (240 days)
<b>Location</b>	Central Office	<b>Travel Required</b>	Yes
<b>Level/Salary Range</b>	12 month teacher	<b>Position Type</b>	Full Time

<b>Reports to:</b>	Special Education Director
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### Job Description

To improve the academic achievement, behavioral/social skills, and emotional well-being of all students through direct contact with students or through testing and consultations with other professionals.

### Responsibilities

- Select, administer, score, and interpret tests of intelligence, academic achievement, and personality and attitudes of referred students.
- Review student records and analyze information pertinent to student learning.
- Assist in determining test score eligibility or non-eligibility of individuals for programs and services for students with disabilities.
- Communicate evaluation findings to parents, teachers, and others through written reports and oral presentations.
- Arrange for prompt testing of new referrals and timely re-evaluation of students receiving special education services.
- Conduct parent/guardian conferences to include eligibility meetings, IEP meetings, and other conferences upon request.
- Adhere to timelines which have been set for assigned tasks.
- Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- Maintain accurate and comprehensive records of students who have been evaluated for special education programs.
- Participate as a member of school educational planning teams and staffing teams to assist in developing plans for students.
- Adhere to local and state Board policies.
- Assist with the interpretation of state and federal rules, laws and policies as they relate to identification, placement and service provisions for students with disabilities or gifted ability and maintain current knowledge of the same.



- Provide in-service education to regular classroom teachers, when requested, concerning special education matters.
- Develop working relationships with all stakeholders, including administration, teachers, other service providers, and parents.
- Maintain confidentiality of all Board of Education business.
- Be regular and punctual in attendance.
- Perform such other reasonable job-related tasks as may be assigned.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling. This job is performed in a generally clean and healthy environment.

### **Qualifications**

- Alabama certification as a Psychometrist, possessing a master's level degree or above from an accredited institution.
- Minimum of three years teaching experience.
- Such alternatives to the above as the Board may deem appropriate and acceptable.