

**Job Title:** Psychological Examiner

**FLSA Exemption Status:** Exempt

**Term:** 225 days

**Minimum Qualifications:**

1. Master's Degree in Psychology, and licensed by Board of Examiners;
2. Valid Tennessee teaching license with an endorsement in Special Education;
3. Teaching experience in regular education and/or special education; and
4. Background in mental health and/or psychological services.

**Job Objectives/Goals:**

To work with team members in the school to administer psychological assessments as needed to determine eligibility for special education services according to Standards developed by, and for Tennessee Department of Education.

**Responsibilities and Essential Functions:**

1. Administer psychological and/or educational tests;
2. Supervise students during evaluations.
3. Conduct FBA observations/Discrete trials;
4. Provide assistance in the development of IEPs;
5. Maintain accurate files and paperwork for the individual students referred, screened, and/or receiving school provided services;
6. Complete three (3) year re-evaluations and senior re-evaluations;
7. Assist and address crisis situations, as long as appropriate supervision is in place;
8. Comply with Federal, State, and District law, policies, and regulations;
9. Assist in state monitoring;
10. Attend work on a regular and predictable basis; and
11. Perform other duties as assigned by Special Education Supervisor and/or Director of School.

**Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Communication Skills:**

1. Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations; and
2. Ability to communicate and work with individuals with varying cultures and backgrounds to promote the welfare of children in the school system.

**Mathematical Skills:**

1. Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.; and

2. Ability to apply the concepts such as fractions, percentages, ratios, and proportions that are directly related to the duties of this position.

**Reasoning Ability:**

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:**

1. Ability to apply knowledge of current research and theory to instructional program;
2. Ability to establish and maintain effective relationships with students, peers, and parents;
3. Excellent oral and written communication skills; and
4. Ability to perform duties in full compliance with district requirements and Board policies.

**Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

**Reports To:**

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

