



# Mobile County PUBLIC SCHOOLS

## Job Description Title – PSYCHOMETRIST

**SUPERVISED BY/REPORTS TO:** The Director of Special Programs or his/her designee and/or the Supervisor for Psychological Services.

**FLSA Designation:** Exempt

### **JOB SUMMARY:**

The job of Psychometrist is done for the purpose(s) of measuring and interpreting the intellectual, adaptive, social, and emotional development of children; interprets results of psychological studies; interprets and applies state and federal codes, and develops strategies and interventions to address the special education needs of students.

### **QUALIFICATIONS:**

- ❖ Master's Degree in School Psychology or Psychometry or other related field, from a regionally accredited college or university approved by the Alabama State Department of Education.
- ❖ Holds Class A or AA Certification in School Psychometry or School Psychology by Alabama State Department of Education.
- ❖ Three (3) years of successful teaching experience or Nationally Certified School Psychologist (NCSP) is preferred.
- ❖ Ability to meet suitability criteria for employment and/or certification//licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- ❖ Ability to be punctual and maintain regular attendance.
- ❖ Must have typing skills and familiarity with word processing and database software.
- ❖ Possess and maintain a valid Alabama Driver's License.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to conduct the requirements of the job. Ability to draft routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping

emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members.

**REASONING ABILITY:**

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

**COMPUTER SKILLS:**

Proficient knowledge of computer usage and ability to use email, internet software, and word processing software. Proficient usage of Microsoft Office. Must learn other software used by the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Maintains and submits a weekly log of student referrals.
2. Enters eligibility information in PowerSchool Special Programs and any information required for eligibility or for overdue referrals.
3. Serves as a consultant to parents, teachers, other school personnel, and community agencies.
4. Communicates effectively with students, parents, and school staff.
5. Attends IEP Team meetings for referral, eligibility, and IEP, as necessary.
6. Administers and interprets individual psychoeducational evaluations for all age levels.
7. Completes comprehensive written reports and submits on time according to the schedule determined by the Supervisor of Psychological Services, the Executive Director of Special Services or the Assistant Director of Special Services.
8. Assists in the planning, development, and evaluation/monitoring of programs to meet identified learning and adjustment needs through data-based decision making.
9. Works with outside agencies to assist in providing appropriate assessments, placements, and transition services.
10. Applies ethics/standards of professional practice and observes relevant laws and policies that govern practices.
11. Participates in professional organizations and continually seeks to improve professional knowledge and skills.
12. Provides in service training to parents and staff on relevant topics.
13. Utilizes PowerSchool SIS (Student Information Systems) and PowerSchool Special Programs.
14. Travels to various schools or other sites as assigned.
15. Attends scheduled staff meetings, workshops, and committee meetings as required. Engages in professional development yearly.
16. Supervises interns as assigned.
17. Assures procedural safeguards and maintains confidentiality of records and data in all sources.
18. Recognizes issues of diversity that affect routine interactions and effectively meet these diverse needs.

19. Performs other duties as assigned by the Executive Director of Special Services, the Assistant Director or the Supervisor of Psychological Services.

### **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is frequently required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and other technical devices. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 15 pounds and occasionally lifts to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the Director of Special Programs, the Assistant Director of Special Programs or his/her designee and/or the Supervisor for Psychometrists.

### **TERMS OF EMPLOYMENT**

10-months (202 days) and 12-months (260 days) 8 hours per day usually Monday through Friday. 12-month schedules can vary during the summer. Daily work schedule will be determined by the Supervisor of Psychological Services or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.