

Psychologist / Psychometrist

Purpose Statement

The job of Psychologist / Psychometrist is done for the purpose/s of measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological studies; interpreting and applying state and federal codes; and developing strategies and interventions to address the special education needs of eligible students.

This job reports to Director of Student Services

Essential Functions

- Administers standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities and home and/or classroom environment (e.g. one-on-one testing, etc.) for the purpose of determining student's functional level and developing recommendations and/or placement.
- Communicates with students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Compiles information from a variety of sources (e.g. teachers, nurse, probation officer, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive evaluation report in compliance with established guidelines.
- Consults with a wide variety of people (e.g. teachers, parents, other personnel and/or outside professionals, etc.) for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with community agencies (e.g. medical, judicial, social service and mental health services, etc.) for the purpose of determining individual student needs.
- Develops strategies for students (e.g. behavior plans, curriculum modifications, etc.) for the purpose of implementing treatment programs.
- Oversees testing and evaluation of all students being considered for placement under PL 94-142 for the purpose of ensuring that all processes are performed within required standards and the best interest of the students are maintained.
- Participates in group interaction as assigned (e.g. meetings, workshops, and seminars, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. extension requests, correspondence, behavior plans, reports, required documentation, Psych Ed Summary, Psych Report, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability
Certified in Missouri

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade