



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: School Psychometrist

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License with a school psychometry endorsement issued by the Mississippi Department of Education
2. Master's degree in Psychometry or equivalent
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES: N/A

REPORTS TO: Director of Special Education, Gifted, and Testing Services

JOB GOAL

Under indirect supervision, in an educational setting, administer and interpret psychoeducational and/or developmental tests to children and adolescents referred for special education services. Make reasonable educational recommendations. Participate in the multidisciplinary evaluation and eligibility team process.

DUTIES AND RESPONSIBILITIES

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Maintain confidentiality of student information
2. Administer, score, and interpret a variety of standardized instruments
3. Evaluation and team meetings
 - a. Schedule evaluations in a timely manner
 - b. Have ability to travel to multiple work locations and perform moderate lifting and carrying
 - c. Use a variety of evaluation methods and instruments to address the referral questions
 - d. Select appropriate evaluation instruments and procedures
 - e. Prepare diagnostic reports, to include test results and interpretation
 - f. Consult with educational and/or other team members appropriate regarding a students' educational needs
 - g. Submit reports of completed evaluation and schedules eligibility meetings in order to meet timeline compliance requirements of federal and state regulations
 - h. Effectively communicate information, test results, diagnoses, and proposed recommendations in a manner easily understood by the parents, teachers, and multidisciplinary team members
 - i. Review test results/information from the other agencies (e.g. mental health, hospitals, etc.)
4. Compliance
 - a. Demonstrate knowledge of the Individuals with Disabilities Education Act and other laws pertaining to disabilities and special education
 - b. Maintain knowledge of current evaluation policies and practices and apply them as appropriate
5. Professionalism
 - a. Seek continuous professional growth and maintain certification requirements
 - b. Perform other related duties as deemed necessary by supervisor

TERMS OF EMPLOYMENT

In accordance with the recommendation of the Director of Special Education, Gifted and Testing Services as approved by the Board of Trustees

EVALUATION

Performance will be evaluated annually in accordance with provisions of Board policy