



Columbia County School District Job Description

Position Title: Educational Evaluator – Special Education		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by the Director of Special Services in accordance with policy GBI – Evaluation of Personnel	
Pay Grade: Teacher Salary Schedule based on degree level and years of acceptable experience.	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Director of Special Services		

MINIMUM QUALIFICATIONS

Education: Minimum of Master’s degree in special education or speech/language pathology. Candidate must hold a valid Georgia professional teaching certification in any area of special education and valid professional license (for Speech/Language Pathologist).

Essential Knowledge/Skills: Extensive knowledge of human growth and development patterns and implications for instruction; Ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; Knowledge of sound educational research and instructional practices in area of educating young children; Continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in subject content and school improvement; Has knowledge of various assistive technology devices, including but not limited to Assistive Technology. Has knowledge of students with various special needs, disabilities, and disorders, and is able to prescribe remediation and evaluate student progress. Has the ability to function as a member of an educational team, collaborate with general education staff, related service providers, support personnel, community agencies, and parents. Possesses behavior management and positive discipline skills and is able to be flexible and receptive to change. Must have effective written and oral communication skills, excellent problem solving skills, effective interpersonal skills, and be a team player.

Experience: Minimum three years successful experience working as a classroom teacher or speech/language pathologist

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Conducts educational screening for students, ages 3-5 who are referred to Columbia County through the child find process.
- Conducts weekly preschool evaluations – scores protocols and write/prepare reports for IEP/Eligibility team. Interview parent regarding child’s presenting problem, background information and developmental history and obtains adaptive information.
- Conducts each evaluation using the following instruments: Preschool Evaluation Scale
- Obtain data from all five areas of development: Cognition, Communication, Adaptive, Social/Emotional, Fine/Gross Motor
- Developmental Assessment of Young Children in the areas of Adaptive and Social/Emotional; Developmental Profile – 3: Obtain data from all five areas of development; Social Skills Rating Scale
- May use additional assessments as required.

- Support Speech/Language Pathologist in the areas of RTI, eligibility, IEP development, schedules, strategies and compliance.
- Work collaboratively with psychological services in processing requests for additional psychological evaluations.
- Employees in this position must have the ability to stand, walk, run, bend over, reach overhead, grasp, push, pull, move, lift and/or carry up to 75 lbs. waist height.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: March 2017