

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Psychometrist

Qualifications:

Credentials: Valid teacher's certificate, Oklahoma Psychometrist Certificate

Education: Master's Degree in Educational Psychology or Psychometry

Training or Experience Required: Three years of education/ teaching experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple to more complex instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition must use creativity; may make public speeches or presentations.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex and sensitive/confidential records/IEPs, medical records, and State/Federal regulations

Business Machines: Uses business machines and testing equipment requiring thorough competence and training to perform such tests as I.Q., achievement, perception, behavior, fine motor skills, auditory, etc.

Site: Various

Reports To: Director of Special Services

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Job Goal (Purpose of Position): Performs skilled/professional- level counseling services under limited supervision to provide diagnostic, testing, and individual education plans for other special education/counseling services that will enhance each student's self esteem and increase personal growth. In addition, consults with teachers and parents and other health care professionals in developing and implementing individual education programs. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. Maintains confidentiality of all information.

Other Performance Measures:

Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines for effective diagnostic/testing objectives; Encourages effective learning with proper testing techniques; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; Maintains proper discipline in testing setting.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assesses referred students through appropriate testing and diagnostic practices.
2. Interprets test results to teachers, administrators and parents. Serves as a member of placement teams and makes recommendations to the team.
3. Prepares and submits reports as necessary.
4. Maintains case write-ups on all referred students and the confidentiality of such information.

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5. Serves as a consultant to teachers and administrators.
6. Cooperates with community referral agencies.
7. Performs other duties as assigned by the Director of Special Services.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. There is occasional carrying and lifting of testing equipment.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93