ALBERTVILLE CITY SCHOOLS

POSITION DESCRIPTION 3.07

TITLE: **Psychometrist**

QUALIFICATIONS: 1. Minimum of Bachelor's Degree in Psychometry/Psychology

> Certification or license in psychological testing 2.

Three years of experience in related field 3.

Such alternatives to the above qualifications as the Board may find 4. appropriate and acceptable.

REPORTS TO: Special Education Coordinator

JOB GOAL: To improve the school's educational experience of those students with major

emotional and learning disabilities through a program of psychological and

intellectual diagnosis.

JOB DUTIES:

1. Conduct extensive psychological and intellectual examinations of referred students.

- 2. Interpret diagnoses to school personnel, other concerned professionals, parents, and the student.
- 3. Make recommendations on ways to assist a student referred for examination.
- 4. Participate in case conferences when referred students are involved or as requested.
- 5. Serve as a resource person concerning learning disabilities for teachers and other school personnel.
- 6. Attend scheduled staff meetings and committee meetings as needed.
- 7. Keep abreast of new developments in the field.
- 8. Prepare P.O. for testing protocols and maintains an inventory of all testing materials.
- Maintain professional growth and competence through professional development as per Board 9. Policy 5.5 Personnel – Professional Development
- 10. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 11. Perform other duties as may be assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for 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 their direct supervisor). 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.

TERMS OF EN	IPLOYMENT:	9-Month	10-Month	11-Month	12-Month		
EXPECTED WORK DAY:		8 Hours					
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position						
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements							
Reviewed and a	agreed to by:	Employee		Date			
☐ Principal/Progra	m Coordinator	_	☐ Human Reso	urceInitials			