

**TITLE:** Psychometrist

**QUALIFICATIONS:**

1. Minimum of Bachelor's Degree in Psychometry/Psychology
2. Certification or license in psychological testing
3. Three years of experience in related field
4. Such alternatives to the above qualifications as the Board may find 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.
9. Maintain professional growth and competence through professional development **as per Board 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.

