



# Warren County R-III Schools

## Employment Application

Openings as of 2/6/2024

### *Psychological Examiner*

JobID: 2665

**Position Type:**

Student Support Services/Psychological Examiner

[Email To A Friend](#)

[Print Version](#)

**Date Posted:**

2/2/2024

**Location:**

Central Office

**Position Title:** Psychological Examiner

**Reports to:** Director of Special Services

**Classification:** Certified

**FLSA Status:** Exempt

**Terms of Employment:** Salary and calendar are to be established by the Board of Education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

**Compensation:** According to Non-Teacher Salary Schedule

**QUALIFICATIONS:**

1. Master's Degree in Special Education or related service field.
2. Missouri certification with an endorsement in Special Education or a related service field; School
3. School Psychological Examiner certification required.
4. Five years of successful classroom experience, and sufficient work or field experience to gain knowledge of diagnostics. Other experience commensurate with assignment.
5. Diagnostics training, ongoing professional development, state standards; federal regulations and laws as they apply to the local school; Board of Education policies and regulations; performance assessment.

**PRIMARY RESPONSIBILITIES:**

To organize, manage, and facilitate the assessment process for grades pre-K through 12 for various special services programs.

## **ESSENTIAL JOB FUNCTIONS:**

### **Instructional-Related Duties:**

1. Prepare and manage the assessment process by establishing guidelines and procedures, creating an environment conducive for testing, maintaining an accurate calendar, and adhering to State/DESE requirements regarding timelines for the evaluation process.
2. Administer and interpret assessment instruments to include:
  1. Integrating test results with information from all pertinent sources to generate appropriate conclusions and recommendations
  2. Utilizing assessment results in determining programming needs
3. Communicate accurate, relevant, unbiased information effectively with teams and individuals (parents, students, and staff) while following confidentiality policy in a manner that allows all participants to understand.

### **Interpersonal Relations:**

1. Demonstrate appropriate interpersonal relationships with students, parents, faculty, staff, and patrons.
2. Demonstrate patience, respect, and understanding for students with special service needs and their families.
3. Demonstrate respect, empathy, and fairness in all interactions.
4. Uses effective active listening skills (i.e., affirmation of understanding, eye contact, attentiveness, restating, paraphrasing).

### **Professional responsibilities:**

1. Demonstrates an awareness of and complies with District policies, regulations, and procedures.
2. Provides for and participates in District professional growth activities.
3. Actively participates in the evaluation process.
4. Other duties assigned by the district supervisor

## **SUPERVISORY RESPONSIBILITIES:**

This position does not evaluate other employees.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## **EDUCATION AND/OR EXPERIENCE:**

1. A minimum of a master's degree from a college or university having a student services program approved by the Missouri Department of Elementary and Secondary Education is required.
2. Five years of successful classroom experience, and sufficient work or field experience to gain knowledge of diagnostics. Other experience commensurate with assignment.

#### **COMMUNICATION SKILLS:**

1. Ability to communicate both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

#### **MATHEMATICAL SKILLS:**

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations to balance assigned budget items, invoices, bills, purchase orders, and other related items.

#### **REASONING ABILITY:**

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

#### **OTHER SKILLS AND ABILITIES:**

1. Demonstrate organizational ability and attention to detail.
2. Ability to assist the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machines, and related items).

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand, and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination, and the ability to identify and distinguish colors. Occasionally, the employee will lift up to 50 pounds or more, such as, to lift files, papers and equipment.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.