

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 April 2021

SECTION I: GENERAL INFORMATION

Position Title: Psychometrist	Department: Special Education
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-2	Bargaining Unit:
Job Summary: Under the direction of the Director of Special Services, and in coordination with the Licensed School Psychologist, the Psychometrists is responsible for the administration and scoring of psychological tests.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <ul style="list-style-type: none"> • Administer and score psychological testing of students • Conduct interviews • Observe behaviors for evaluation purposes • Write evaluation reports under the supervision of the School Psychologist • Other duties as apparent or assigned
Percent of Time:	85%	
Tasks involved in fulfilling above duty/responsibility: Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Administer, score, analyze and interpret intellectual, academic, social/emotional/behavioral and other psychometric assessments. • Conduct systematic observations and functional assessments. • Interview parents, teachers and others to gather relevant data regarding student performance. • Integrates all elements of assessment data and works under the direction of the school psychologist to develop a cohesive report for the purpose of resolving initial referral question(s) and determining eligibility for special education. • Edits the evaluation team written report for School Psychologist review. • Communicates test results, conclusions and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults with the special education evaluation team, as appropriate, regarding planning the evaluation of students referred for special education evaluation.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Consults and collaborates with school staff to plan and carry out evaluations. • Consults and collaborates with mental health, medical, social services and other community providers, as appropriate. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) B.S., MA Preferred.	
	less than high school diploma		Major field of study or degree emphasis: Psychology or a related field from an accredited college or university
	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	X 4 years college	
X	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Educational training in assessment practices •
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: none			
Required Supervisory Experience: none			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: none	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Accuracy, validity, and standardization in test administration • Accurately score the assessments with appropriate norms and provide detailed behavioral observations of the examinee that may be used by the psychologist to aid in test interpretation • Excellent observation and communication skills 	

	<ul style="list-style-type: none"> • Keen eye for details and able to pick up on subtle behavioral cues that might not be measured on written or computerized tests • Work well with others or in group settings • Considerable knowledge of state and federal child labor laws • Communication skills to communicate verbally and in writing with parents, school staff, employers, and outside agencies • Able to handle a variety of tasks at one time • Able to gather data, analyze the data, and share the results • Able to maintain confidentiality and adhere to regulations outlined by FERPA
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised		# of Employees
0		
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised: 0	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		X
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		

