NESHOBA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: School Psychometrist

TITLE OF SUPERVISOR: Director of Special Education

SALARY: Neshoba County School District Salary Scale

QUALIFICATIONS

1. Master’s degree from an accredited institution;
2. Experience in special education and knowledge of special education policies and procedures is required;
3. A current Mississippi License in Psychometry;
4. Knowledge and understanding of academic and behavioral strategies and techniques to assist students in learning;
5. Word processing/computer experience;
6. Strong interpersonal skills;
7. Team player with strong collaboration skills.

JOB GOAL: To assist the district in appropriate identification and

evaluation and maintain compliance for the pre-referral, special education and gifted education processes.

DUTIES AND RESPONSIBILITIES

1. Administers assessments to students as requested by the Caseload Managers, IEP Team and/or as assigned;
2. Provides interpretation of assessments to facilitate the development of eligibility Reports and IEPs;
3. Possesses a thorough knowledge of the special education process in order to Fulfill responsibilities in implementing the pre-referral to eligibility process.
4. Maintains a current inventory of protocols, forms and assessment kits and orders as appropriate and approved;
5. Participates in eligibility and IEP meetings as required;
6. Participates in professional development, training, and other continuing education activities to enhance job skills and knowledge;
7. Completes required paperwork in an accurate and timely manner;
8. Attends mandatory staff meetings and any other meetings called by the Special Education Coordinator and/or Director of Curriculum and Instruction;
9. Serves on district committees/teams as assigned to represent the Special Education Services department;
10. Complies with all state and federal rules applicable for the provision of Educational services to Special Education Services students;
11. Demonstrates computer literacy, such as the ability to utilize current technology To communicate, collect and analyze data;
12. Organizes and completes special projects and perform other duties and

responsibilities as assigned by Special Education Coordinator and/or Director of Curriculum and Instruction;

1. Maintains the confidentiality of all students; and
2. Performs other duties as assigned by the Special Education Coordinator and/or Director of Curriculum and Instruction.