

**Dr. Fredrick Robinson, Superintendent of Education**

**Office of Special Services**

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**JOB DESCRIPTION  
(FULL TIME)**

**SCHOOL PSYCHOMETRIST  
(213 Endorsement Required)**

**MISSION**

The mission of the Special Education Program is to individualize the instruction and support of special education students based on specific identified needs in order for them to achieve at their highest level.

**VISION**

To prescriptively address identified areas of academic and/or behavior deficits through the use of evidence-based practice and curriculum that focuses on closing learning gaps and preparing our students for the future.

**Duties and responsibilities**

A school psychometrist is mental health professional who is an expert in administering psychological tests. In some cases, school psychometrists may be called 'educational diagnosticians'. They administer these tests to identify learning disabilities, mental illness and other problems in school children. Their typical duties and responsibilities include:

- Visiting educational settings to administer tests to school children
- Ensuring that these tests are administered in a standardized manner (so that they are consistent and accurate)
- Answering any questions the children may have
- Scoring the psychometric tests
- Providing detailed behavioral observations to help other professionals (such as psychologists) complete their evaluation
- Identifying and assigning students to special education or gifted programs (if there is not the requirement for further assessment from other professionals)

**Qualifications**

As an absolute minimum, school psychometrists will need a bachelor's degree in a related field, such as psychology, special education or psychometrics. Ideally, school psychometrists will also have achieved a master's degree in psychometry. Or, will have taken further courses specifically in administrating and scoring psychometric tests. This further training and education will give them the knowledge of psychometrics and statistics that is needed.



### **Skills and relevant work experience**

As well as an in depth understanding of autism, autism consultants will need:

- **Verbal and written communication skills** as they will need to communicate with children, their parents and a range of other professionals. They must also maintain records and files to the highest standard and make clear and concise notes
- **Teamwork skills**, as school psychometrists will need to work in a team with other professionals, such as teachers, psychologists or social workers
- **Numerical skills**, as school psychometrists will have to score the psychometric tests
- **Analytical skills**, as school psychometrists will need to score the psychometric tests, understand statistical data and make suggestions based on this
- **Observation skills**, as a key part of a school psychometrists job is to observe the child's behaviour during the test
- **Self-motivation**, as school psychometrists will spend a lot of time working alone and directing their own work

### **Other Functions**

- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit
- Ensures that all timelines/deadlines are met according to IDEA and state and school district's policies and procedures

**Reports to:** Director of Special Education and Building Principal(s)

**Experience** job related experience is required

**Education** Bachelor's Degree or Higher in Job related area

**Certificates & Licenses** MS Educator's Certification/License (213 Endorsement Required)

**Clearances** Criminal Justice Fingerprint/Background Clearance

**Continuing Education/Training** Required in Order to Maintain Certification/License

*"One Voice, One Sound — One District"*

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