



Job Title: Preschool Assessment Technician
Department: Preschool
Reports To: Preschool Administrator
FLSA Status: Non Exempt
Salary Schedule: SC Lane 08

SUMMARY

The Preschool Assessment Technician will function under the direction of the Preschool Administrator and/or School Psychologist. The Assessment Technician will work through the assigned special education case manager in gathering data and assisting with assessments and student evaluations in various Washington County School District schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in the evaluation (achievement, adaptive, observation, data collection, etc) in order to prepare and/or complete the evaluation process as mandated by Federal, State, and WCSD regulations and guidelines.

Administers individual psychoeducational assessments and observations relevant to a student's learning or behavioral problems, under the direction and supervision of the School Psychologist and Preschool Administration.

Scores and provides computer printouts or other data related to each of these assessments and observations to the assigned case manager, school psychologist or other designated special education personnel.

Creates and maintains database and spreadsheet files.

Updates computer files with a wide variety of student information.

Works with the School Psychologist to complete written reports for assessments and observations.

Ensures copies of each written report are included in the student's confidential special education file and that information is made available to each student's case manager. A list of tests/procedures the Assessment Technician is qualified to administer will be maintained by the Special Education Director and/or Preschool Administrator.

Assists in the development of procedures and practices to ensure that appropriate child find activities take place within WCSD.

Assists in the implementation and coordination of special education and Medicaid child find activities.

Assists in the development of procedures and practices to implement and coordinate outreach and child find for Medicaid programs within WCSD.

Works closely with minority families, special education, and preschool staff to coordinate, schedule, and complete the referral, assessment, and eligibility processes required by District, state, and federal rules and regulations for special education.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents, such as procedure manuals and reports. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to effectively present information to case manager or school psychologist or designated special education personnel.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate scores on standard assessments and complete tables and computerized scoring.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to communicate thinking and explain standardized assessment procedures and findings.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent, including:

- 1) Coursework or comparable training in administration of specific assessment instruments and observation techniques.
- 2) Competency in the administration and scoring of psychoeducational and other individually administered assessments (including observations and data collection).

Experience working with children ages 3-5.

CERTIFICATES, LICENSES, REGISTRATIONS

WCSD Special Education Director and/or Preschool Administration will determine a competency certification process to be implemented. Certificate(s) can be obtained within WCSD after completing a competency based evaluation from designated special education personnel. WCSD may choose to outsource training and competency certification to an outside reputable and approved agency (USB E, etc).

A list of tests/procedures the Sped Assessment Technician is qualified to administer will be maintained by the Sped Director and/or Preschool Administration.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers or hands to handle. The employee is frequently required to sit, reach with hands or arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Preschool Coordinator II		Date: 05/12/2014
Approved By: Executive Director, Human Resources		Date: 05/12/2014
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Preschool Coordinator II
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Preschool Administrator
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	