

Job Title: Assessment Technician
Department: Special Education
Reports To: Special Education Coordinator or Designee
FLSA Status: Non Exempt
Salary Schedule: SC lane 08 (potential for SC lane 09)



SUMMARY

The Assessment Technician will function under the direction of the Lead School Psychologist, certified School Psychologist, and/or Special Education Director. The Assessment Technician will work through the assigned Special Education Case Manager and School Psychologist in various schools of the Washington County School District (WCSD), offering their services to assist in student evaluations.

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, transition, observation, data collection, etc.), in order to prepare for 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.

Scores and provides computer printouts or other data related to each of these assessments and observations to the assigned Case Manager, School Psychologist, or designated special education personnel.

Creates and maintains database and spreadsheet files.

Updates computer data files with a wide variety of student information.

Maintains and updates student testing information and scores; updates college and university information as assigned.

Creates and maintains work logs, databases, spreadsheet files, and other data collection procedures.

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

Ensures that 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.

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 safety rules, operating and maintenance instructions, and procedure manuals. 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 standards 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 variable 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) Competency in the administration and scoring of psychoeducational and other individually administered assessments (including observations and data collection).
- (2) Course work or comparable training in administration of specific assessment instruments and observation techniques.

CERTIFICATES, LICENSES, REGISTRATIONS

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

A list of tests/procedures the SPED Assessment Technician is qualified to administer will be maintained by the Special Education Director.

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 and hands to handle, and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch,

or crawl. 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, peripheral vision, color vision, 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 moderate.

Prepared By: Special Education Director			Date: 06/02/2014
Approved By: Executive Director, Human Resources			Date: 06/02/2014
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Special Education Director	Date: 12/14/2022
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<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:	