



Job Title: School Psychometrist

Department: Special Education
Reports To: Lead School Psychologist
Grade: Teachers' Salary Schedule + Psychologist Stipend
Security Access: Site
Overtime Status: Exempt
Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The School Psychometrist performs many tasks to include serving as the Qualified Examiner, serving as the District Official in meeting IDEA policies and meeting the District's obligation of Child Find. The School Psychometrist administers individualized comprehensive assessments utilizing standardized assessment in which they meet Examiner Qualifications. For assessment in the areas of Psychological, Social/Emotional, the School Psychometrist works under the supervision of a School Psychologist.

Minimum Qualifications:

- Current OSDE Certification in School Psychometry
- Master's Degree
- Valid Driver's license and reliable transportation

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- As an LEA representative, has an obligation of "Child Find" in identifying children with disabilities in need of special education services
- Utilizes district guidelines, when reviewing assessment data from an outside agency or school district
- Consults with School Psychology Case Review and works under the supervision of a School Psychologist for interpretation of disability eligibility for the disability categories with the required components of Psychological, Social and Emotional Assessments
- Participates in the Child Study Process after Tier II Interventions and guides the team through the referral process for Special Education Services
- Assures that before the consent for assessment process is initiated, the Child Study Team has implemented targeted interventions with a response to intervention
- Guides Child Study Teams through the individual evaluation process and serves as the District Official who is responsible for signing the Parent Consent for Evaluation form on the district's behalf
- Completes components of a comprehensive assessment as required by district policies in a professional manner and by established timelines
- Serves as the Qualified Examiner on the Multidisciplinary Evaluation and Eligibility Group Summary (MEEGS) Team and explains the assessment, disability criteria and qualifications
- Prepares and processes Special Education eligibility component of the (MEEGS)
- Provides intervention strategies and consultation services for children on IEP's, parents and staff with regard to education and behavioral needs of special education students
- Submits weekly calendar/schedule per established procedures
- Attends district, departmental and staff meetings when required
- Assists with in-service training of school personnel when requested
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to engage successfully with children
- Effective oral and written communication skills
- Ability to work cooperatively and collaboratively with others
- Ability to multi-task and complete tasks within determined timelines
- Ability to translate established Department and District goals into everyday

work activities

- Ability to consistently implement district special education policies and procedures
- Ability to maintain confidential information consistent with State Department of Special Education Office norms
- Ability to utilize computers efficiently and learn varied assessment “specific” programs
- Ability to follow standardization requirements of individualized assessments
- Ability to follow directions and guidelines as presented by the Lead School Psychologist
- Ability to travel from site-to-site and carry professional materials
- Ability to lift and move a minimum of ten pounds from vehicle to specified work area at each site

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.