

**J.F. INGRAM STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

TITLE: Special Education Services Assistant, Psychometrist
REPORTS TO: Special Education Services Coordinator
SUPERVISES: Students
JOB GOAL: To provide valid assessments for students with disabilities incarcerated in an adult correctional facility.

QUALIFICATIONS AND EXPERIENCE:

1. Master's degree from an accredited institution is required.
2. Current Alabama Department of Education certification in psychometry is required.
3. Experience in special education and knowledge of special education policies and procedures is preferred.
4. Excellent written and verbal communication skills.
5. Ability to make independent judgments, solve problems, provide leadership and work with diverse groups of people.
6. Excellent organizational skills, be attentive to detail and have the ability to prioritize multiple tasks.
7. Willing to be flexible with work schedule as workload dictates.
8. Understand and maintain confidentiality and professional integrity.
9. Reliable and punctual.

RESPONSIBILITIES:

1. Informs students of their procedural safeguards, contact parents of students under 19 years of age, process parent package and administer comprehensive initial assessment at intake.
2. Administers assessments to students as requested by the Caseload Managers, IEP Team or as assigned.
3. Provides interpretation of assessments to facilitate the development of eligibility reports and IEPs.
4. Possesses a thorough knowledge of the special education process in order to fulfill responsibilities in implementing the process.
5. Maintains a current inventory of protocols, forms and assessment kits.
6. Participates in eligibility and IEP meetings as required.
7. Participates in in-service training and other continuing education activities to enhance job skills and knowledge.
8. Completes required paperwork in an accurate and timely manner.
9. Attends mandatory monthly staff meetings and any other meetings called by the Special Education Services Director and/or Coordinator.
10. Serves on any institutional committees as assigned to represent the Special Education Services section.
11. Complies with any applicable guidelines and policies set forth by the Alabama Community College System and J. F. Ingram State Technical College.
12. Complies with all state and federal rules applicable for the provision of educational services to Special Education Services students.

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13. Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect and analyze data.
14. Organizes and completes special projects and perform other duties and responsibilities as assigned by Special Education Services Director and Coordinator.

EDUCATION and/or EXPERIENCE: Special Education Services Assistant –Psychometrist employees must maintain appropriate certification/licensure as prescribed by the Alabama Board of Education and implemented by the State of Alabama Department of Education for continued employment.

LANGUAGE SKILLS: Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate in English orally and in writing. Ability to effectively present information and respond to questions from groups of students, co-workers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 a Special Education Services Assistant –Psychometrist, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to use chalk or dry erase boards, and to use computers.

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 employee may regularly work in a classroom setting located on or off College property.

COMMENTS: Each employee is working in a correctional environment and must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

EVALUATION: Performance of this job will be evaluated annually by the Director of Special Education Services.

Reviewed by: _____

Date: _____

Salary Schedule Placement: L

Full-time/Salaried Position

(Not on Tenure Track)