



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Manager, Psychological & Educational Assessment Services
Payroll/Personnel Type:	12 Month (Exempt)
Reports to:	Executive Director – Student Support Services

Position Summary:

Plans, organizes and implements the operations of the Office of Psychological and Educational Assessment Services which is one component of the Department of Student Support Services.

Essential Functions:

- Supervise the review and assignment of cases, staff activities relative to assessment of students identified through the referral process and the preparation and presentation of staff written eligibility reports to ensure all components are present to substantiate diagnosis/eligibility determination.
- Monitor staff attendance, staff productivity and documentation of services.
- Order supplies and equipment used by psychological examiners and psychologist in the performance of their duties.
- Serve as a liaison with the Department of Special Education, parents, school personnel and outside agencies.
- Plan and implement professional development activities and opportunities for staff.
- Performs other duties as assigned.

Experience:

- Master's, Specialist's or higher degree in Education, Counseling or Psychology
- Missouri certification as a Psychological Examiner and/or School Psychologist
- Minimum of five years of successful professional experience in psychological and educational assessment, preferably in a school setting
- Minimum of one year experience as a supervisor of staff responsible for psychological and educational assessment of individuals
- Three to five years supervisory experience of staff responsible for psychological and education assessment of individuals preferred

Knowledge, Skills, and Abilities:

- Knowledge of individual and group evaluation techniques to measure the intellectual, social/emotional/behavioral and academic functioning of students; in-depth knowledge and competency in the administration, interpretation and application of the results of psychological, educational and projective assessment instruments; knowledge of Federal and State regulations; demonstrate competency through oral and written communication; demonstrate competency in use of computer and Microsoft Office applications.



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.