

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/21	<u>TESTING SPECIALIST,</u> <u>PRE-K THRU 21</u>	1.7.32
Effective Date	Job Title	Index

### **Primary Function:**

Provide assessments for students referred to the MTSS team or Student Services Team, for special education eligibility. Provide consultation regarding assessments and evaluation.

### **Supervised By:**

Student Services Coordinator (or assigned designee)

### **Essential Functions:**

- E-1 Serves as a member of the Student Services assessment team.
- E-2 Provides assessments and assessment summaries regarding determination of student eligibility for special education services.
- E-3 Explains assessment results to staff.
- E-4 Completes and maintains records in compliance with federal, state, and district regulations.
- E-5 Consults with staff on effective, positive, classroom and behavior techniques regarding individual students, as appropriate.
- E-6 Provides inservice, consultation, and/or materials as needed by building staff.
- E-7 Practices confidentiality in the use of student information.
- E-8 Participates in staff development activities as offered.

### **Additional Functions**

- A-01 Performs other duties as assigned.

### **Minimum Qualifications:**

- a. Valid and current Oregon Teaching License
- b. Demonstrated ability to:
  - i. Use interpersonal skills to consult with parents, psychologists, other learning specialists, classroom teachers, and instructional assistants regarding the individual programming needs of students.
  - ii. Consult on appropriate instructional methods and classroom management techniques in group settings.
  - iii. Administer and interpret diagnostic and individualized intelligence tests. ~~Has taken coursework in test administration and interpretation.~~

### **Work Environment**

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

### **Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. May be required to restrain a student using moderate strength (20-50 pounds push or pull) and MANDT techniques.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

**Minimum Term of Employment:**

Dependent on the employee's status and the terms of the current licensed employee collective bargaining agreement.

**Salary Level:**

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule.

**Evaluation:**

Performance of this position will be evaluated according to the District's process for evaluation of licensed personnel.

Salem Keizer is an equal opportunity employer