

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Evaluation Specialist/Coordinator	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Special Services Director
EDUCATION:	M. Ed./Ed. D.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	200 Days Per School Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	M. Ed./Ed. D. Knowledge of child growth and development at each level of instruction Knowledge of standardized assessment administration/interpretation/diagnosis Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.	

ESSENTIAL JOB RESPONSIBILITIES

DOMAIN 1: Planning and Preparation

- 1a: Demonstrating knowledge and skill in using psychological instruments to evaluate students
- 1b: Demonstrating knowledge of child and adolescent development and psychopathology
- 1d: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district

DOMAIN 2: The Environment

- 2a: Establishing rapport with students
- 2c: Establishing and maintaining clear procedures for referrals
- 2d: Establishing standards of conduct in the testing center
- 2e: Organizing physical space for testing of students and storage of materials

DOMAIN 3: Delivery of Service

- 3a: Responding to referrals; consulting with teachers and administrators
- 3b: Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines
- 3c: Chairing evaluation team
- 3d: Planning interventions to maximize students' likelihood of success
- 3e: Maintaining contact with physicians and community mental health service providers
- 3f: Demonstrating flexibility and responsiveness

DOMAIN 4: Professional Responsibilities

- 4a: Reflecting on practice
- 4b: Communicating with families
- 4c: Maintaining accurate records
- 4d: Participating in a professional community
- 4e: Engaging in professional development
- 4f: Showing professionalism

WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.

Appropriate use of technology: The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class

ADDITIONAL FUNCTIONS

- Provide educational assessments and written reports
- Provide consultation to teachers regarding instructional, behavioral, and social interventions
- Provide consultation to staff concerning assessment, instruction, and intervention strategies
- Assist schools with response to intervention, Eligibility Discussions, IEP development, and coordination of other special education services
- Communicate clearly and appropriately and make independent decisions within established policies and procedures
- Establish and maintain positive, flexible, and cooperative relationships with teachers, school administration, and district staff
- Participate in professional growth activities
- Comply with school district policies and procedures
- Perform physical requirements unaided or with the assistance of reasonable accommodation
- Perform job-related tasks as designated by supervisor

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.			50 lbs.		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.			50 lbs.		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time / Works Outside <u>5</u> % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%

Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Prepared by: _____ Date: _____
Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____