

9.8.08 EDUCATIONAL EXAMINER

Reports To: Director of Special Services

Dept/Campus: Assigned Campus

Wage/Hour Status: Exempt

Length of Contract: 220/240

PRIMARY PURPOSE/FUNCTION:

Implement the special education appraisal process. Assess the educational, learning styles, and program needs of students referred for special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

QUALIFICATIONS:

Education/Certification:

Master's degree
Valid Arkansas teaching certificate
Valid Arkansas educational examiner certificate

Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories
Knowledge of rules and regulations governing special education
Excellent organizational, communication, and interpersonal skills
Ability to travel to multiple work locations as assigned
Maintain a calm and patient demeanor with students and others

Experience:

One year of teaching experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.

4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Administer and interpret formal and informal assessments of student mental ability, aptitude, and interest to determine student eligibility for special education services according to federal and state regulations.
7. Serve as a committee member at the evaluation conference, involving the following:
 - a. Check availability of services with the director of special services
 - b. Advise student, parents, teachers, and principals or counselors of evaluation results and recommendations
 - c. Assist the special education teacher in the procedural steps of due process to assure compliance of federal law.
8. Collect and organize relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource personnel.
9. Conduct classroom observations and personal interviews.
10. Assist classroom teachers with the implementation of Individual Education Plan.
11. Consult with parents concerning the educational needs of students and interpretation of assessment data, including home visits when requested by the director of special services.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rules, and the local board policy in the area of students' identification, evaluation, and placement for special education.
14. Ensure that student progress is analyzed and evaluated on a regular systematic basis and the findings are used to make all programs more effective.
15. Deal sensitively and fairly with persons from diverse cultural backgrounds.
16. Approach problem solving tactfully with directness and integrity.
17. Respond to suggestions for improvement in a positive manner.

18. Present a positive role model for students that supports the mission of the school district.
19. Maintain a positive and effective relationship with supervisors and campus personnel.
20. Comply with all district and local campus routines and regulations.
21. Effectively communicate with colleagues, students, and parents.
22. Assess and respond to needs related to job responsibilities.
23. Assist in the selection of assessment materials and equipment.
24. Utilize district-wide testing and data analysis to influence school improvement initiatives.
25. Develop and maintain effective individual and group relationships with students and parents.
26. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
27. Develop needed professional skills appropriate to job assignment.
28. Maintain strict confidentiality of student information.
29. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbal and written); ability to instruct; maintain emotional control under stress; maintain a clear focus on customer service

Physical Demands:

Regular district-wide travel; occasional state-wide travel; ability to lift and carry 50 lbs.

Date Adopted: August 2, 2007

Last Revised by Administration: July 19, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

JOB DESCRIPTION
Educational Examiner
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Employee

Date

Supervisor

Date