

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

TESTING SPECIALIST

JOB SUMMARY

The Testing Specialist may perform all or a combination of the Essential Duties and Responsibilities.

Employees may be transferred or reassigned to other Testing Specialist positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist with the processing of special education paperwork, such as referrals and evaluations, to meet required timelines as outlined the IDEA.
2. Screen and evaluate referred students and coordinate with building staff.
3. Keep records, track performance and record testing behaviors of students in order to support the school psychologist.
4. Prepare evaluation reports by inputting data and other report information.
5. Confer with district staff, parents, outside agencies and other individuals deemed appropriate regarding assigned students.
6. Assist with general special education process and procedures, which may involve mailings, managing timelines, managing student folders, and organizing and streamlining evaluation processes.
7. Assist the school psychologist in completing standardized testing with students, whether directly in tandem or independently, when needed.
8. Perform other related duties as assigned by the director or designee, which are indicated to assure the physical and/or emotional wellbeing of students.
9. Adhere to the policies of the District as well as any administrative or building rules and procedures.
10. Adheres to federal, state and local policies and procedures as related to special education processes and documents.
11. Developing skills related to linking academic and behavioral recommendations to student needs.
12. Be knowledgeable regarding federal and state laws and school district policies affecting curriculum and/or instruction in the classroom.
13. Attend appropriate meetings and provide case consultation to teachers, counselors and administrators.
14. Maintain regular attendance and punctuality.
15. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
16. Respects confidentiality of information.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

REQUIREMENTS

1. Excellent oral and written communication skills.
2. Evidence of leadership skills, positive physical, psychological and social characteristics of grade school through high school age students.
3. High degree of flexibility, scholarship, commitment to accomplishment and enthusiasm for profession.
4. To work with a diverse group of individuals under a variety of circumstances; the ability to work independently with limited supervision; complete work with a professional quality; and adapt to changing work priorities.
5. Positive human relation and organizational/management skills.

MENTAL DEMANDS

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

PHYSICAL DEMANDS

Requires standing for prolonged periods; may be exposed to infectious diseases carried by students; exposed to student noise level; may require lifting and positioning equipment, books and supplies with extensive wrist, arm movement flexibility, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighting up to ten pounds constantly, must be able to assist in the lifting of 25 lbs. – assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; occasional prolonged exposure to visual display terminal; may require restraining out of control students;. Event supervision may require working outdoors in inclement weather. Depending upon assignment and prerequisite trainings, may require application of physical restraint techniques, may require assisting students with physical activities.

MINIMUM QUALIFICATIONS

Education and Experience

1. AA required, BA or BS preferred
2. Direct Experience with the administration of standardized academic assessments (e.g., Woodcok-Johnson-3rd Edition) with preference toward recent successful experience administering assessments and measurements
3. Experience with students with disabilities
4. Ability to compose and produce concise professional documents

Required Knowledge, Skills and Abilities

1. Thorough knowledge of academic assessment.
2. Ability to organize time and materials effectively.
3. Ability to be flexible.
4. Ability to communicate effectively with students, staff, parents and volunteers in a diverse environment.
5. Knowledge of Special Education assessment process.
6. Must have own vehicle, for occasional travel.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.