



Job Purpose - To provide competent and effective assessment services for students in need of support and serve as a resource to staff, administrators, and parents for special education.

Knowledge, Skills, and Abilities

- Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from administrators, staff, and the public.
- Ability to apply mathematical concepts including probability, statistical inference, and basic geometry concepts.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and interpret instructions in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective relationships with students, staff, parents, and community partners.
- Strong oral and written communication skills.
- Knowledge of district requirements, Board policies, and applicable laws including IDEA.
- Ability to maintain accurate records, documentation, and reports.
- Proficiency with computer applications and data systems.
- Ability to maintain confidentiality and demonstrate professionalism, flexibility, and adaptability.

Minimum Qualifications

- Valid Mississippi (AA) or (AAA) Licensure in School Psychometry (Endorsement 213).
- Master's degree preferred in Special Education, Education, School Psychology, Applied Behavior Analysis, Counseling, Social Work, or a related field.
- Valid Mississippi Educator License (Class AA or higher preferred) with appropriate endorsements.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Adheres to the Mississippi Educator Code of Ethics, all district, state, and federal policies, procedures, and regulations; supports the George County School District Core Beliefs and Mission; and maintains confidentiality of all student, personnel, and district information.
- Reviews referral information and developmental data from school personnel, parents, outside agencies, and other available resources to determine appropriate individualized assessments and evaluation procedures.
- Coordinates, schedules, and conducts comprehensive psychoeducational evaluations, reevaluations, preschool evaluations, and all components of the Case Study Evaluation process in compliance with state and federal regulations, including IDEA requirements and procedural safeguards.
- Serves as chairperson of the special education assessment team and participates in Multidisciplinary Evaluation Team (MET), eligibility, Individualized Education Program (IEP), and other special education meetings as required, including serving as the Local Educational Agency (LEA) representative when requested.
- Develops, compiles, interprets, and presents assessment results; prepares eligibility reports, evaluation reports, and required documentation; and reviews and explains evaluation findings to parents, school personnel, and other stakeholders.

- Coordinates and schedules eligibility meetings, provides schools with required timelines and meeting information, and ensures all evaluation and reevaluation documentation is complete, accurate, and submitted within required timelines.
- Collaborates with contractual psychometrists, outside agencies, facilities, and service providers to coordinate evaluations, Independent Educational Evaluations (IEEs), assessments, and related services for students.
- Assists administrators and school personnel with referrals to outside agencies and establishes collaborative relationships with community organizations and service providers to support students and families.
- Develops and maintains district procedures, forms, and data collection systems related to evaluations, assessments, and special education compliance.
- Ensures schools maintain appropriate documentation for initial evaluations, reevaluations, transfers, and special education eligibility determinations, and follows up on missing or incomplete information.
- Monitors compliance with state and federal special education regulations and maintains required records, reports, statistics, and documentation related to student assessments, services, and program requirements.
- Assists with the review, revision, and continuous improvement of special education programs, services, and evaluation procedures.
- Provides staff development, training, technical assistance, and consultation to school personnel regarding referral procedures, evaluation processes, special education eligibility requirements, and compliance matters.
- Maintains inventories, and requisitions testing materials, supplies, and district-owned equipment; accepts responsibility for assigned fixed assets; and ensures their appropriate use in accordance with district policies.
- Participates in staff meetings, committees, professional learning activities, conferences, and training sessions; assumes responsibility for professional growth and licensure maintenance; and remains current on research, best practices, and developments in the field.
- Undergoes performance evaluations in accordance with state and district policies.
- Performs other job-related duties as assigned, including limited travel as required.

Reports To: Director of Special Education or Designee

Supervises: N/A

Terms of Employment and FLSA Status: 200 Days / Contract / Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date