

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **PSYCHOMETRIST**

### **Basic Purpose:**

Positions in this job administer and interpret both formal and informal diagnostic evaluations for educational program placement and planning purposes. These positions test individuals as required by law, rules and regulations to ensure proper placement of offenders, based on educational needs, within the department's educational programs.

### **Typical Functions:**

- Provides testing services for all special education students; administers and interprets both formal and informal diagnostic evaluations, (i.e., intelligence, sensory, perceptual, language, and educational assessments); provides formal written and/ or verbal interpretations on all evaluations completed; recommends effective instructional methods and techniques based on evaluations completed.
- Provides professional assistance to staff members as needed: discusses new policies, directives and program activities related to their area of responsibility; provides consultation and assistance to educational staff in developing and expanding skills; coordinates inter-agency activities that include securing transcripts of special education students.
- Coordinates and conducts in-service training sessions related to special education programs; ensures school administrators and other educational program staff are current with special education mandates; disseminates project information and provides technical assistance and consultation to administrators and teachers.
- Recommends new instructional methods, materials and educational technology as appropriate.

### **Knowledge, Skills, and Abilities:**

Knowledge of psychometric principles, professional ethics, techniques, methods, procedures, materials, instruments and equipment. Knowledge of the principals and practices of participatory management; of state and federal laws pertaining to special education and their application. Ability to exercise tact and judgment in solving problems; to establish and maintain effective courses of action; to organize and present facts and opinions clearly and concisely; to conduct several projects simultaneously; to establish and maintain effective working relationships; to communicate effectively both orally and in writing.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Master's degree from an accredited college or university with a in education, special education or related field (official transcript(s) required), possession of a valid Oklahoma teaching certificate with certification as a psychometrist or school psychologist.

Preferred Qualifications: Education and certification equivalent to or greater than that noted above and two (2) years of experience as a psychometrist or school psychologist.