

JOB TITLE: Psychologist Secretary

DEPARTMENT: Special Services

REPORTS TO: Director(s) of Special Education

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: 10-month contract

MINIMUM JOB REQUIREMENTS:

Education: High school diploma or GED

Experience: 3-5 years progressively more responsible secretarial experience

Skills: Computer literate with advanced knowledge of Microsoft Office; Excel proficient; EdPlan and Infinite Campus proficient preferred.

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Provides clerical support including answering phones, connecting parents and psychologists to relevant staff members.
2. Schedule parent meetings for all psychologists/psychometrists as needed.
3. Upload MEEGS, REDS, and consent paperwork into EdPlan
4. Create file for incoming students, notify School Psychologists/Speech Pathologists of incoming students, add students to the Queue and place completed evaluation in student file.
5. Assign parental requests to appropriate psychologist as they are received.
6. Receive and distribute test protocols for psych team.
7. Keep protocols stocked and in organized fashion.
8. Manage 45-day timeline calendar and keep psychologists on track for compliance.
9. Assist compliance coordinators with corrections related to MEEGS, REDS, consents and Written Notices.
10. Perform other duties as assigned by Director and Executive Director of Special Education.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Must be able to deal successfully and rapidly with changes in assignments and properly respond to complaints. Must project a professional company image through in-person, phone, and electronic interaction. Must build harmonious rapport and work cooperatively with district staff and the public while achieving the objectives of the job. Handles problematic and/or difficult situations by communicating to the appropriate person. Must maintain the highest level of confidentiality related to special education records and situations. Ability to work well with others.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions with minimal exposure to extreme environmental conditions. Routine exposure to dust in bookroom and test storage rooms.

PHYSICAL STANDARDS:

- Sitting at a desk for extended periods
- Talking and hearing in order to communicate with other employees and public on the phone and in person concerning job-related duties
- Manual dexterity required to operate a keyboard with proficiency, calculator, filing cabinets, telephone, and other office equipment
- Ability to lift and manipulate objects such as file boxes of up to 40 lbs to waist height.
- Walking as required to access equipment and perform responsibilities
- Stooping, kneeling, crouching, and bending
- Color vision (ability to identify and distinguish colors)