

***Core Educational Cooperative***  
**Job Description and Requirements**  
**EDUCATIONAL EVALUATOR**

A. Educational Level

Bachelor's degree in education or special education with training in educational assessment required.  
Graduate degree in Education, Psychology or a related field preferred  
Preferred Training and Experience in Educational Assessment  
Preferred training with Battelle Developmental Inventory-III

Qualified examiners have training in and understanding of the principles of test administration, including establishing and maintaining rapport, following standardized testing procedures, and statistical concepts related to scoring and interpreting test results. In addition, examiners should have experience testing students of the ages, linguistic, or cultural backgrounds, or educational or disability status that they will test.

B. Certification

Current South Dakota Teaching Certificate

C. Supervise

Children birth to 21 years old during testing and screening situations

D. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

E. Other Requirements

Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others.

F. Essential Skills, Functions, and Duties

1. Serve as an advocate for all children and youth.
2. Demonstrate knowledge of child development, assessments, treatments, and techniques used in the educational setting.
3. Demonstrate assessment and observation skills during assessment.
4. Schedule and conduct evaluations.
5. Work with children with a wide range of disabilities (mild to severe to multiple disabilities).
6. Compile information and summary of evaluation to be given to school psychologists.
7. Demonstrate consultation and collaboration skills with team, students and peers.
8. Prepare schedule to ensure all assessments are completed within required timelines.
9. Coordinate with all member school districts, assigned case managers and other individuals who are also testing assigned students for appropriate testing times.
10. Drive to individual school districts.
11. Score assessments and enter data into assessment website.

G. Work Conditions and Environment

Typically, work is conducted in comfortable classrooms, offices, and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity.

Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

H. Hazards

Some classrooms, offices, and school settings may expose employees to communicable diseases. Additionally, exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards as are structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions due to weather conditions.

I. Report To:

School Psychologists  
CORE Director

**I have read and understand this job description and can fulfill the essential functions as listed. I understand I would report to the Core Director and receive guidance from District Superintendents, Principals, and Special Education Directors.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**