

**WALTON COUNTY SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

**EDUCATIONAL ASSESSMENT SPECIALIST**

**QUALIFICATIONS:**

1. Valid Florida Teaching Certificate.
2. Masters in Educational Assessment or related field from an accredited institution.
3. At least three (3) years' experience as an Educational Assessment Specialist.
4. Satisfactory criminal background check and drug screening.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assigned Instructional Support Services Coordinator

**POSITION GOALS**

To provide a comprehensive range of psycho-educational evaluations and services for students grades K-12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to conduct comprehensive testing, evaluations, etc. of students. Ability to verbally communicate and consult effectively with parents, school personnel and the public. Ability to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents and school personnel in the resolution of problems in student behavior. Ability to interact successfully with parents, school personnel and administrators. Ability to communicate orally and in writing. Ability to apply and interpret federal, state and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of guidelines related to educational assessment. Ability to travel within the District.

**PERFORMANCE RESPONSIBILITIES:**

1. Assesses the educationally relevant academic and behavioral deficiencies of referred students through appropriate testing and diagnostic practices.
2. Administers tests and recommends placement as appropriate for all students evaluated.

3. Interprets assessment results to teachers and parents and assists in IEP or intervention plan development.
4. Recommends instructional programs designed to remedy identified deficits.
5. Assists the teacher in setting up and implementing behavior modification programs for Students with Disabilities (SWD).
6. Prepares and submits required reports on evaluations and special education programs in a timely fashion.
7. Provides consultation with students, teachers, and parents as necessary.
8. Consults with district and school staff on the performances of SWD and offers recommendations to improve outcomes based on data.
9. Advises school-based intervention team on appropriate interventions in the possible identification of SWD.
10. Serves on district committees as assigned by supervisor.
11. Maintains scheduled support to schools as designed by district supervisor.
12. Follows the ESE department manual and consults with supervisor on difficult cases.
13. Assists in the development of new programs in special education areas.
14. Assists with in-service training of school and district personnel.
15. Attends staff and professional meetings.
16. Assists with in-service training of school personnel.
17. Continues to work to improve knowledge and competence in relationship to position.
18. Conducts appropriate research.
19. Maintains complete and correct records as required by law, district policy and ethical standards.
20. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Heavy work: exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. May be required to restrain a physically active individual as a temporary safety measure.

**TERMS OF EMPLOYMENT:** 10 + 1 month in accordance with the Board approved instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Assigned Instructional Support Services Coordinator in accordance with Board policy for evaluation of instructional personnel.