PSYCHOLOGICAL ASSESSMENT ASSISTANT

JOB SUMMARY

Under immediate supervision to administer, score and interpret intelligence, aptitude, achievement and other psychological tests to provide test information to psychologists, administrators, teachers, counselors, parents or other specified persons, as required; to assist in design and development of appropriate academic and behavioral student intervention programs; and perform related duties as required.

EXAMPLES OF DUTIES

- Collect, organize and analyze information about students through such means as observation, records, tests, and/or interviews.
- Administer a variety of assessment instruments under strict guidelines, in accordance with Psychologist’s standards and directions.
- Assist in interpretation of test results in light of standard norms, and limitations of test validity and reliability.
- Conduct and participate in student group meetings such as “Student Success”, “Problem Solving”, and other such programs to assist students to understand and overcome academic, social and emotional problems.
- Participate in the recommendation of individual and group training program guidelines based on student needs assessment; identify and prepare required learning materials necessary for successful implementation and follow through of such programs.
- Assist in preparation of reports relative to student psychological and behavioral issues, implementation of interventions and student achievement.
- Collect and compile psychological data for statistical analysis and interpretation; provide data for inclusion in a variety of departmental, district and other relevant reports.
- May assist in research to develop and improve diagnostic and counseling techniques.

DISTINGUISHING CHARACTERISTICS

A Psychological Assessment Assistant participates in the assessment, analysis, intervention and reporting processes related to evaluation of students for special education programs. Under the supervision of a licensed School Psychologist, the
incumbent implements a variety of standardized processes and procedures to identify areas of concern and achieve intervention goals.

Incumbents in this class are graduate students enrolled in accredited programs of School Psychology. They may be employed part time on an at-will basis until they receive their Pupil Personnel Services (PPS) Credential, or up to a maximum of one year and are therefore exempt from the Merit system in accordance with Education Code Section 45256(b)(3). In this status they cannot obtain regular or permanent employment.

EMPLOYMENT STANDARDS

Knowledge of:

Behavioral and psychological assessment techniques and principles, including administration of standardized test instruments.
Research Design and statistical modeling theories, applications and techniques.
Current paradigms, theories and practices of psychological consultation, including individual and group behavior models.
Psychological and psychometric assessment instruments such as the Woodcock – Johnson Academic Scales, Differential Ability Scales, Wide Range Assessment of Memory and Learning and other such recognized assessment tools.
Personal computer hardware and software, including word processing, spreadsheet and statistical computation and analysis programs.

Ability to:

Conduct psychological assessment testing using a variety of instruments including Behavior Assessment Scale for Children, Attention Deficit Disorder scales, and tests of Visual and Auditory processing.
Compile, analyze and interpret assessment data to assist in preparation of recommendations for individual and group interventions.
Analyze, interpret, evaluate and summarize data to produce reports.
Exhibit a high degree of professional discretion in conveyance of assessment interpretations and recommendations to appropriate persons, in accordance with district policy.

Eligibility:

Full time college graduate level students pursuing a Pupil Personnel Services Credential, who are able and willing to perform the duties necessary to accomplish the planned tasks on an “as-needed” or part time basis.
WORKING CONDITIONS

Multiple school site assignment, with daily travel between sites. Personal transportation between sites is required, with mileage reimbursement per district policy.

PHYSICAL DEMANDS

May include lifting, kneeling, bending, crouching and carrying of assessment material weighing up to 40 lbs.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver’s License.

Some positions may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

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