

DEPARTMENT OF EDUCATION
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

Class Specification for the Class:

PSYCHOLOGICAL EXAMINER I

Duties Summary:

As an entry-level trainee, receives training in and performs psychological testing for selected routine cases in the identification of students with special needs and/or for special education; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level of the series and involves responsibility for performing a variety of psychological testing services for pre-selected routine cases. As the employee gains experience, guidance is provided in interpreting and analyzing test results and progressively more complex cases are assigned. The work also involves attendance at diagnostic team conferences, with the supervisor, for purposes of growth and development of professional skills. A position in this class works under the close technical supervision of a higher-level Psychological Examiner position or School Psychologist.

Examples of Duties:

Receives orientation and training on rules, regulations, policies and procedures affecting the work processes; receives training in the administration of intelligence, achievement and aptitude tests; administers selected, standard intelligence, achievement or aptitude tests initially under observation; scores test data and receives training in interpreting tests; attends diagnostic team conferences as an observer; maintains records of student interviews, conferences, assessments, re-evaluations; as directed by higher-level personnel, meets with higher-level examiner for the purpose of discussing individual cases.

Knowledge and Abilities Required:

Knowledge of: Test and measurement; statistical methods and techniques.

Ability to: Gather, analyze and interpret facts; administer standard test batteries; learn to interpret standard test instruments; learn to recognize and deal with a variety of testing behaviors in children; present ideas and information clearly and concisely, orally or in writing.

Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Psychological Examiner I to the Board of Education Support Services Personnel system.

DATE APPROVED: JUN 30 2003



Patricia Hamamoto
Superintendent of Education

EFFECTIVE DATE: JUL 01 2003

DEPARTMENT OF EDUCATION
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

Class Specification for the Class:

PSYCHOLOGICAL EXAMINER II

Duties Summary:

Under immediate supervision, provides psychological diagnostic services for selected routine cases in the identification of students with special needs and/or for special education; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the advanced-trainee level in the series and involves responsibility for performing a variety of psychological diagnostic services for pre-selected routine cases. As the employee gains experience, progressively more complex cases are assigned. The work also involves limited participation as a member of a diagnostic team, with the supervisor, for purposes of growth and development of professional skills for advancement to the full professional level of work. A position in this class works under the close technical supervision of a higher-level Psychological Examiner position or School Psychologist.

Examples of Duties:

Reviews student's records and reports to get an overview of student's history and background; selects and administers appropriate intelligence, achievement or aptitude tests from a standard battery of tests; scores and interprets test data; participates as a diagnostic team member; maintains records of student interviews, conferences, assessments, re-evaluations; prepares correspondence and other forms and notices; meets with higher-level examiner for the purpose of discussing individual cases; may receive orientation and training on rules, regulations, policies and procedures affecting the work processes.

Knowledge and Abilities Required:

Knowledge of: Normal mental, physical and motor skill development of children; handicapping conditions and how they impact on development; use and interpretation of

various standard intelligence, achievement and aptitude tests; theories of child/adolescent development; test and measurement; statistical methods and techniques.

Ability to: Gather, analyze and interpret facts; select appropriate standard test batteries for specific cases; administer and interpret standard test instruments; recognize and deal with a variety of testing behaviors in children; present ideas and information clearly and concisely, orally or in writing.

Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Psychological Examiner II to the Board of Education Support Services Personnel system.

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DEPARTMENT OF EDUCATION
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

Class Specification for the Class:

PSYCHOLOGICAL EXAMINER III

Duties Summary:

Under general supervision, provides psychological diagnostic services for the full range of cases coming within the department's program; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the journey worker class in the series and is characterized by responsibility for providing the full range of psychological diagnostic services for students referred to the program. The work also involves identification of student eligibility for special education and participating as a responsible member of a diagnostic team and providing information and consultation to parents, teachers, counselors, etc.

Incumbents of positions in this class receive general technical supervision from a higher level Psychological Examiner or School Psychologist normally through conferences and review of reports. Recommendations and decisions pertaining to the more complex cases are discussed with the supervisor prior to finalization.

Examples of Duties:

Independently reviews referral requests from schools and other sources for compliance with applicable rules, regulation and procedures; gathers data on students accepted for evaluation through various means such as reviewing records and reports and conducting interviews with school personnel, parents and others, observing student in classroom situation and through diagnostic team conferences; selects and administers a wide variety of intelligence, aptitude and achievement tests to assure an adequate psychological profile of referred students; scores student's performance on tests; interpret and analyzes test data; prepares report of student evaluation and assessment in such a manner as to indicate the nature of a student's problem, strengths, weaknesses, and the kinds of corrective steps recommended for diagnostic team consideration; participates in and/or conducts case conference sessions with diagnostic

team members to determine the students' eligibility for special education; prepares formal diagnostic team report of findings and recommendations when serving as case manager; provides consultation, as needed, to teachers, counselors, parents and administrators for the purpose of implementing recommended corrective steps, or for advising on techniques of early identification of students with special education needs; prepares forms, correspondence and other notices; may assist in the orientation and training of lower level Psychological Examiners and support personnel.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower level:

Knowledge of: Use and interpretation of a wide range of intelligence, aptitude and achievement tests; methods of assessment such as interviews, tests and observational techniques.

Ability to: Select appropriate test batteries for specific cases; administer and interpret group and individual test instruments; prepare reports of findings and recommendations; develop and maintain good working relationships with various disciplines; communicate effectively both orally and in writing.

Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Psychological Examiner III to the Board of Education Support Services Personnel system.

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Class Specification for the Class:

PSYCHOLOGICAL EXAMINER IV

Duties Summary:

Independently selects, administers and interprets a wide variety of intelligence, achievement, aptitude diagnostic scales and other tests; prepares comprehensive profiles describing students' learning strengths and weaknesses, and recommends corrective measures; provides in-service training and consultative services to counselors, teachers and other school personnel in screening and evaluation techniques; and perform other related duties as assigned.

Distinguishing Characteristics:

This is the senior level worker in the series and reflects a highly independent and fully trained and experienced worker responsible for providing comprehensive psychological testing to students referred to the program. The position works under a non-technical supervisor and involves full responsibility for selecting, administering and interpreting appropriate test batteries to assess the capabilities and limitations of students, including identification of their eligibility for special education.

A position in this class also provides in-service training and consultative services to various school personnel, conducts test research and may provide orientation, training and technical supervision to lower level examiners.

Examples of Duties:

Reviews referral requests from schools and other sources for compliance with applicable rules, regulation and procedures; gathers data on students accepted for evaluation through various means such as interviews with school personnel, pupil observation, review of pertinent written records and discussion with diagnostic team members; selects and administers a wide variety of intelligence, achievement and aptitude diagnostic scales and other applicable instruments to assure an adequate psychological profile of referred students; scores and interprets test instruments and reports the results of the evaluation and assessment in such a manner as to indicate the

nature of a student's problem, strengths, weaknesses, and the kinds of corrective steps recommended for diagnostic team consideration; participates in and/or conducts case conference sessions with diagnostic team members to determine the students' eligibility for special education as appropriate, and prepares formal diagnostic team report of findings and recommendations; consults and works directly with teachers, administrators, counselors and parents in interpreting test results and recommending ways of dealing with the student's problem; provides appropriate in-service and consultative services to school personnel on various screening techniques that will identify students likely to need more intensive diagnostic work-up; maintains written records of all student-oriented interviews and conferences and of all assessments and re-evaluations; conducts appropriate test research; keeps abreast of new techniques and procedures in the field of testing; testifies in court or other legal proceedings, as required; may orient, train and supervise lower level examiners; prepares special reports, correspondence and other materials.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

This class requires a good working knowledge of the use and interpretation of a wide variety of intelligence, achievement, aptitude diagnostic scales and other test instruments; research.

Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Psychological Examiner IV to the Board of Education Support Services Personnel system.

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