

Hobbs Municipal Schools Job Description

Position: School Psychologist Assistant

Supervisor: Director of Special Education

General Job Description: The Special Services Secretary/Instructional Paraprofessional assists and relieves the school psychologists of paper work and other assigned duties so that they may devote maximum attention to the responsibilities of psychological issues that may impact students. Provides office, classroom and clerical support to assist with the efficient operation of the school district.

Qualifications:

1. Bachelor's degree.
2. Previous secretarial experience.
3. Computer/typing and filing skills.
4. Microsoft Office software experience.
5. Organizational skills.
6. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

Essential Functions:

1. Assist school psychologists with evaluation/testing data and scheduling of meetings.
2. Provide classroom and screening support for teachers and psychologists as needed.
3. Help ensure orderly flow of required paperwork within the office and to the state department of education.
4. Communicate effectively with members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Support the philosophy and vision of the Special services department.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

General Responsibilities:

1. Maintains accurate special education/evaluation records.
2. Assist with scheduling of special education related meetings for pre-K through 12th grade.
3. Screen telephone calls, directing them to the appropriate person/department.
4. Screen and route incoming mail.
5. Compose, type, and copy correspondence, reports, bulletins, records, handbooks, brochures, and other materials.
6. Obtain, gather, and organize pertinent data as needed.
7. Maintain an orderly filing system.
8. Schedule appointments, make travel arrangements, and assemble material for meetings.
9. Assist in planning meeting agendas, and assist in preparing meeting summaries.
10. Maintain accurate inventory of special services school psychologist office materials and equipment.
11. Stay current with inservice hour requirements for the department/position.
12. Place orders for materials/supplies, verify quantities delivered, and distribute to staff.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by Director of Special Services.

Terms of Employment:

Salary and work year to be established by the Board.