

EVALUATION ASSISTANT

Code No. 4-18-349
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position at the Board of Cooperative Educational Services (BOCES) is responsible for initial information gathering and referral activities for preschool students. The Evaluation Assistant gathers pertinent information from referring agencies for use by the evaluation team, explains the role and purpose of the evaluation team to parents, and makes referrals to outside agencies when appropriate. The Evaluation Assistant may conduct informal observations and/or testing of students. The employee reports directly to and works under general supervision from an administrative staff member. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Gathers preliminary information about the child to be evaluated by phone or in person from parents, school districts, day care centers, nursery schools and physicians for use by the evaluation team;

Makes referrals to other agencies when appropriate;

Discusses and explains to parents the purpose and role of the child's evaluation team;

Schedules appropriate appointments with the family and evaluation team according to the child's situation and within the required time frame;

Conducts observation and/or testing of child in nursery schools or day care centers;

Gathers information for and prepares mandated state and local statistical and narrative reports;

Ensures the orderly flow of information between referring agency, parent and staff members; makes modifications to work procedures as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the child development process; good knowledge of the functions, purposes, and capabilities of the BOCES center as related to pre-school services; good knowledge of the role of the evaluation team; working knowledge of related services available for preschoolers; organizational skill; ability to gather and assemble information; ability to establish and maintain effective working relationships especially with parents and students; ability to prepare statistical and narrative reports and correspondence; good judgment; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience involving one-on-one or group direct student contact in primary education, a pre-school setting or special education in any age group; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's plus two (2) years experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree, plus one (1) year of experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in Education; OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 12, 1991