

1.1.19 PSYCHOMETRY TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in administering, correcting and analyzing psychometric tests, under the responsibility of a professional.

Characteristic functions

The employee in this class of employment administers group or individual tests to students for the purpose of collecting, analyzing and submitting to psychologists, guidance counsellors and other professionals data regarding the mental or physical ability of individuals for their academic, vocational or social guidance. He or she chooses the type of test based on the case, determines the opportune time to administer the test and the particular methods to be used and prepares the student for the test. He or she corrects the tests or, in the case of group tests, may have them corrected. He or she carries out various compilations and statistical analyses and prepares graphs. He or she identifies problem cases, reports them to professionals for diagnosis, participates in determining the treatment and sees that it is applied.

The employee may also supervise students during a group test and defer the administration of the test if the circumstances so warrant.

He or she sits on multidisciplinary committees to find solutions and treatments for special cases.

He or she keeps an inventory of the tests, ensures that they are updated and identifies the tests that must be acquired; within the limits of his or her competence, he or she tries or adapts new tests; ensures the loan of tests; provides information to the staff concerned about new tests.

He or she participates in establishing the annual calendar for administering school board tests.

He or she collects information from both individuals and records in order to prepare case histories, conduct a follow-up and report on his or her findings.

He or she may be required to use a computer and the necessary software to perform his or her duties or to conduct research on the Internet. He or she may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Diploma of College Studies in *Techniques de recherche sociale* (Social Research) or a diploma or an attestation of studies recognized as equivalent by the competent authority.