

# Carroll Independent School District

## Job Description

JOB TITLE: **Diagnostician** Pay Grade: AP3  
Supervisor: Executive Director for Special Programs Employment Days: 197  
Department: Special Programs Employment Status: Exempt

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### MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

### JOB SUMMARY:

Implement the special education appraisal process. Evaluate the educational, learning styles, and program needs of each child referred to special education services. This position will provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

### QUALIFICATIONS:

#### Educational / Certification

- Master's degree
- Valid Texas teaching certificate
- Valid Texas educational diagnostician certificate

#### Special Knowledge / Skills

- Knowledge of diagnostic procedures, education of special education students, human development, and learning theories
- Ability to interpret data
- Effective interpersonal skills
- Excellent organizational, oral and written communication skills
- Knowledge of federal, state, and local regulations and current legal issues

#### Experience

- Two years of teaching experience
- Two years diagnostician experience, preferred

### MAJOR RESPONSIBILITIES:

- Receive student referrals and implement the evaluation process within time guidelines.
- Select and administer formal and informal evaluations to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
- Accurately record student assessment data; complete a written report.
- Collect and organize relevant evaluative and assessment data from student's cumulative folder, classroom teacher (s), principal, support staff, parents and outside resource people.
- Participate in Admission, Review, and Dismissal (ARD)/Individual Education Program (IEP) Committee to assist with interpretation of evaluative and assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district guidelines.
- Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
- Assist classroom teachers with implementation of IEP.
- Consult parents, teachers, administration, and other relevant individuals to enhance their work with students.
- Develop and coordinate a continuing review of the evaluation/assessment program, materials, and equipment and make changes based on findings.

- Manage eligibility folders, records, reports, and timelines; submit yearly assessment logs.
- Conduct periodic audits of the student eligibility files to monitor compliance.
- Communicate positively and effectively communicate confidential information in a tactful and sensitive manner.
- Use available technology to complete all appropriate aspects of the assignment.
- Establish and maintain a professional relationship with all constituents which is conducive to a climate of cooperation and collaboration.
- Comply with policies established by federal and state law, Commissioner Rules, policies and procedures and local operational guidelines in the areas of assessment, placement, and planning for special education services.
- Maintain ethical conduct consistent with the Professional Code of Ethics and Standard Practices for Texas Educators and Educational Diagnosticians
- Work cooperatively with and involve community members and agencies in supportive roles.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures; support and implement program decisions.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Personal computer and peripherals, and other instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

**Environment:** Exposure to biological hazards; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Personnel Services)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 3/2021
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