

Carroll Independent School District

Job Description

JOB TITLE:	Diagnostician	Pay Grade:	AP3
Supervisor:	Executive Director of Special Programs	Employment Days:	207
Department:	Special Programs	Employment Status:	Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

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 Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 3/2023
----------------------	-------------------------