



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Diagnostician

Salary Block: Administrative Professional
Pay Grade 5

Reports To: Director of Special Education

Wage/Hour Status: Exempt

Terms of Employment: 197 Days

Minimum Qualifications:

- Master's degree in educational assessment
- Valid Texas teaching certificate
- Valid Texas educational diagnostician certificate
- Three (3) years teaching experience

Special Knowledge/Skills:

- Knowledge of diagnostic procedures, education of special education students, human development, and learning theories
- Excellent organizational, communication, and interpersonal skills

Primary Purpose:

Provide students with appropriate learning activities and experiences to supplement the core academic subject area assigned to meet state standards for individual children deemed most in need, or a school wide approach to improve the overall instructional program

Performance Responsibilities and Duties:

Assessment

1. Receive student referrals and implement the appraisal process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
3. Collect and organize relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
4. Conduct classroom observation and personal interviews.
5. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.
6. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
7. Assist classroom teachers with implementation of IEP.
8. Consult parents concerning the educational needs of students and interpretation of assessment data.
9. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

Program Management

10. Develop and maintain effective individual and group relationships with students and parents.

11. Assist in the selection of assessment materials and equipment.
12. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
15. Comply with all district and local campus routines and regulations.
16. Participate in professional development activities to improve skills related to job assignment.

Communication

17. Maintain a positive and effective relationship with supervisors.
18. Effectively communicate with colleagues, students, and parents.

Other

19. Perform any other duties as assigned.
20. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
21. Support the goals and objectives of the school district and follows district policies.
22. Maintains a professional level of confidentiality concerning personnel and students.
23. Upholds and adheres to safety rules and policies of the CISD safety program.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee's Signature

Date