

Job Title: Diagnostician

Wage/Hour Status: Exempt

Reports to: Director, Special Education

Pay Grade: AP – 4

Dept. /School: Special Education

Date Revised: October 2025

Primary Purpose:

Implement the special education assessment process. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

Qualifications:

Education/Certification:

Master's degree in educational assessment
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
Excellent organizational, communication, and interpersonal skills

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Receive student referrals and implement the assessment and evaluation 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. Conduct or 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.

Consultation

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.
10. Consult with the campus Problem-Solving Team to review and assist with data collection prior to a student's referral for a full individual evaluation.
11. Consult with parents regarding test results and recommendations.

Administration

12. Complete ARD documentation in a timely manner and maintain audit files as directed.

Professional Development

13. Participate in staff development activities related to assessment procedures and specific assessments as needed or requested.
14. Perform other duties as assigned.

Program Management

15. Develop and maintain effective individual and group relationships with students and parents.
16. Assist in the selection of assessment materials and equipment.
17. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required; in a timely manner.
19. 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.
20. Comply with all district and local routines and regulations.
21. Participate in professional development activities to improve skills related to job assignment.

Communication

- 22. Maintain a positive and effective relationship with supervisors.
- 23. Effectively communicate with colleagues, students, and parents.

Other

- 24. Follow established safety procedures and techniques.
- 25. Report promptly to the principal any accident or illness of staff or students.
- 26. Other duties as assigned by administration.
- 27. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____