

Lufkin Independent School District Diagnostician



Job Title: Diagnostician

Reports to: Director of Special Education

Date Revised: 08/15/2015

Dept./School: Special Education

Primary Purpose:

Assess the educational, learning styles, and program needs of students referred to special education services. Work cooperatively with instructional personnel to provide the most appropriate instructional 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
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
2. Compile and evaluate comprehensive student information including classroom observations; personal interviews with the student, teachers(s), parents and others; and relevant assessment data from student's cumulative folder. Consult with parents and teacher concerning the educational needs of students and interpretation of assessment data.
3. 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.
4. Bilingual Assessment staff will conduct Spanish testing and translate in ARD's as needed. Will also assist other staff with parent contact and translation of documents.

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Consultation

5. Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.
6. Assist classroom teachers with implementation of IEP.

Program Management

7. Participate in the selection of assessment materials and equipment.
8. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
9. Compile, maintain, and file reports, records, and other documents required.
10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.

Other

11. All other duties as assigned.

Customer Care Skills

12. Provide professional communication with students, parents, community members, staff, and other professionals at all times.
13. Use proper phone etiquette at all times, speaking slowly and clearly. Take reliable messages, and route to the appropriate staff.
14. Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude of “going the extra mile” for others.
15. Ensure all requests for information are dealt with in an appropriate timeframe.
16. Create and maintain a welcoming, service-oriented environment toward all internal and external customers.

Supervisory Responsibilities:

None

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



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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: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____