



TITLE:	Diagnostician	STATUS:	Exempt
REPORTS TO:	Director of Special Education	TERMS:	191 - 217 Days
DEPARTMENT:	Special Education	PAY GRADE:	AP5

PRIMARY PURPOSE:

Implement the special education appraisal 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 diagnostic assessment
Valid Texas teaching certificate in special education
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
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Three years of teaching experience
Experience and training in database management preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate, but occasionally will be excessive.

Essential Functions:

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 teacher(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. Consult parents concerning the educational needs of students and interpretation enhance their work with students.
7. Compile, maintain, and file all reports, records, and other documents required.
8. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the areas of assessment, placement, and planning for special education services.
9. Participate in professional development activities to improve skills related to job assignment.
10. Effectively communicate with colleagues, students, and parents.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date