



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Educational Diagnostician
REPORTS TO: Special Education Director
DEPT/SCHOOL: Matador Special Services Dept.

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (2)
DAYS EMPLOYED: 197
DATE REVISED: April 2025

PRIMARY PURPOSE:

To assess and evaluate students' academic, cognitive, and overall development to identify learning disabilities, developmental delays, or other educational challenges. This role involves conducting thorough assessments, interpreting evaluation data, and collaborating with educators, parents and other professionals to develop tailored instructional strategies and interventions that support the student's educational growth and success.

QUALIFICATIONS:

Education/Certification:

- Texas Education Agency Educational Diagnostician certification or permit
- Master's Degree

Special Knowledge/Skills:

- Strong communication, public relations, and interpersonal skills
- Knowledge of testing and appraising for conditions served through special education
- General knowledge of curriculum and instruction provided by special education
- Skill in administering and interpreting educational, intelligence and other standardized tests
- Self-motivated, well organized, flexible, good written language skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as a resource consultant in improving the processes for educational planning and cognitive development.
2. Assist the coordinator of special education with overall planning.
3. Assist in the development and revision of the child-centered process for special education services.
4. Assist in staff development by participating with in-service training related to the appraisal process; including a) clinical informal testing techniques and interpretation, b) educational plan writing, c) revising educational plans, and d) other areas as necessary.
5. Assist the instructional staff, by serving as a consultant, in the development and implementation of educational plans, including 1) administering and/or interpreting screening tests, b) recommending appropriate materials for instruction, c) helping to individualize instruction, d) administering various informal and clinical instruments related to pupil appraisal.
6. Serve as a member of Admission, Review and Dismissal Committees and a) administer and/or supervise administration of tests recommended and/or required by Texas Education Agency guidelines, b) interpret teaching implications of test results, c) select appropriate instructional objectives, d) develop educational plans with campus personnel, e) helps teacher implement and evaluate plans, and f) assist in review and revision of plans.
7. Attend and participate in all approved meetings and conferences.

8. Assist with parent consultation, and training including: a) consulting with parents on the development of home support interventions; b) serving as a liaison between parents and school or other community agencies; c) coordinating efforts with other personnel to assist parents; and d) maintaining records of parent contact.
9. Additional central office responsibilities including: a) making recommendations for outside appraisal and/or other services; b) making recommendations for the purchase of appraisal, and/or other materials; and c) maintaining documentation of services provided via weekly log activities and other timely reports
10. Continue professional growth by a) remaining current of legal requirements, federal, state, and local policies, and current diagnostic procedures and b) attending and/or present programs at professional meetings.
11. Perform other duties as assigned by the Program Director in the following manner: a) completing assigned tasks in a timely manner and b) completed work displays a high degree of professionalism.

SUPERVISORY RESPONSIBILITIES

Assist in the supervision of student interns.

WORKING CONDITIONS:

Mental Demands:

- Ability to: communicate effectively (verbally and written)
 - interpret policy, procedures and date
 - coordinate programs
 - collaborate with staff
 - use computers
 - maintain emotional control under stress

Physical Demands/Environment Factors:

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| <ul style="list-style-type: none"> ➤ Drive personal vehicle daily ➤ Hearing and visual acuity ➤ Intelligible speech ➤ Travel outside the district ➤ Prolonged and irregular hours ➤ Subject to frequent interruptions | <ul style="list-style-type: none"> ➤ Normal office and school environment ➤ Ability to transport testing kits/supplies ➤ Exposure to computer emissions. |
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EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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

Reviewed by _____ Date _____

Employee Signature _____ Date _____