



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES

Job Title: Educational Diagnostician
Location: Central Office
Reports To: Director of Special Education and Student Services
Salary: Based on Education and Experience

GENERAL RESPONSIBILITIES

The Educational Diagnostician is responsible for conducting and interpreting comprehensive educational and diagnostic assessments including cross-battery assessments. The Educational Diagnostician also works collaboratively with school-based teams and other exceptional education service providers by recommending instructional strategies, accommodations, interventions, and modifications to support students, based on the results of the assessments.

MAJOR RESPONSIBILITIES AND DUTIES:

ASSESSMENT

1. Receive student referrals and implement the assessment and evaluation process within state timelines.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and state 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 observations and provide feedback to teachers on effective strategies.
5. Provide assessment reports to the special education department within one week of meeting dates.
6. Oversee alternate assessments (monitoring and scoring).

CONSULTATION

7. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
8. Assist classroom teachers with implementation of IEP.
9. Consult with parents concerning the educational needs of students and interpretation of assessment data.
10. Support general education teachers and administrators to implement appropriate strategies to meet the needs of student with IEPs
11. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
12. Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time

PROGRAM MANAGEMENT

13. Develop and maintain effective individual and group relationships with students and parents.
14. Assist in the selection of assessment materials and equipment.
15. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.

16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. 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.
18. Comply with all district and local routines and regulations.
19. Participate in professional development activities to improve skills related to job assignment.
20. Coordinate Post-Secondary Education Rehabilitation and Training (PERT) program (Woodrow Wilson component included)

COMMUNICATION

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

ANY OTHER DUTIES AS ASSIGNED BY DIRECTOR

EDUCATION AND EXPERIENCE

Master's Degree in Special Education

A Minimum of 3 years of teaching in the area of Special Education

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Terms of Employment

- **Exempt**
- **Full Time**
- **10 Months**

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

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