

# Lead Educational Diagnostician

## Job Description



**Job Title:** Lead Educational Diagnostician

**FLSA:** Exempt

**Reports to:** Program Manager of  
Special Education Assessment

**Pay Grade:** DI210

**Dept./School:** Special Education Annex

**Calendar Days:** 210

**Contract:** Probationary/Term

**Revised:** 05.16.22

### Primary Purpose

Train and support educational diagnosticians. Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred to special education services.

### Qualifications

#### Education/Certification:

- Master's degree from an accredited college or university
- Texas certification as an Educational Diagnostician or licensed by the Texas State Board of Examiners of Psychologists as a Licensed Specialist in School Psychology

#### Special Knowledge/Skills:

- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Excellent organizational, communication, and interpersonal skills

#### Experience:

- Minimum three (3) years as Special Education Assessment personnel

### Major Responsibilities and Duties

#### Assessment

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students. Determine student eligibility for special education services according to federal and state regulations
2. Develop psychological evaluation reports and behavior management plans
3. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement, development, and expectations of Individual Education Plans (IEP) for students according to district policy
4. Train and support campus-based Diagnosticians.

## **Lead Educational Diagnostician**

### **Job Description**



#### **Consultation:**

5. Consult and support teachers and relative staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavioral intervention plans in managing disruptive students
6. Ensure that required district personnel and parents are notified in writing of the time, purpose, participants and location of the ARD meeting with required timelines
7. Communicate federal, state and district guidelines regarding discipline of students with disabilities to parents, students, administrators and school staff
8. Communicate to administrators and school staff the requirements related to restraint and time-out according to the Texas Behavioral Support Initiative (TBSI) and promote serving students in their least restrictive environment

#### **Program Management:**

9. Develop and coordinate a continuing evaluation of psychological services and assessment procedures, including theoretical and statistical concepts of standardized tests, informal test procedures, observation techniques and competency levels, and make recommendations and changes based on findings
10. Participate in the selection of assessment materials and equipment and disseminate the resources to teaching staff
11. Present staff development training to enable school personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances
12. Develop and present staff development on the formation and systematic follow-up of Individual Educational Plans (IEP)
13. Ensure data for PEIMS and special education management system is accurate
14. Serve as a resource to administrators in assignment of students with disabilities
15. Provide guidelines and orientation to new special education staff
16. Compile, maintain, file, and secure all reports, records, and other documents required, including case records, test results, statistical data, and test inventories
17. 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

#### **Professional Growth and Development:**

18. Participate in appropriate conferences and staff development activities to improve job-related skills

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19. Attend and participate in faculty meetings and serve on staff committees as required
20. Actively pursue a long-range program of professional growth; continually seeking self-improvement

#### Other:

21. Perform other duties as assigned by the Special Education Assessment Manager
22. Transport students when necessary for educational, medical or appraisal purposes

### Supervisory Responsibilities

Supervision of assigned staff

### Evaluation

The Lead Diagnostician's evaluation is a responsibility resting with the Program Manager of Special Education Assessment. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

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.