

Job Title: Diagnostician

Wage Status: Exempt

Reports to: Assistant Director of Special Services

Pay Grade: A8

Dept./School: Special Services

Date Revised: 8/2023 **Days:** 202

Qualifications:

Education:

Master's degree in education 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
Excellent organizational, communication, and interpersonal skills

Experience:

Three years of teaching experience

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Receive student referrals and implement the appraisal process according to federal, state, and local guidelines.
2. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the areas of evaluation, placement, and planning for special education services.
3. Collect and organize relevant assessment data from students' cumulative folders, classroom teacher(s), principal, parents, and outside resource personnel.
4. Conduct classroom observation and personal interviews as appropriate.
5. Participate in the Admission, Review, and Dismissal (ARD) meeting regarding the interpretation of assessment data and development of IEP for students according to district procedures.
6. Provide staff development training in assigned schools to assist school personnel in the identification and understanding of students with disabilities.
7. Assist classroom teachers with the development and implementation of the IEP.
8. Consult with parents and staff concerning the educational needs of students as required.
9. Compile, maintain, and file all reports and other documents as required.
10. Maintain PEIMS data per assigned campuses.
11. Present a positive role model that supports the mission of the school district.
12. Develop and maintain effective individual and group relationships with students, parents, and professional colleagues.
13. Maintain a positive and effective relationship with supervisors.
14. Comply with all district and campus routines and regulations.
15. Assess and respond to needs related to job responsibilities.
16. Develop and coordinate a continuing evaluation of the assessment program and implement changes based on the findings.
17. Assist in the selection of assessment materials and equipment.
18. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with

students.

19. Develop needed professional skills appropriate to the job assignment.
20. Demonstrate behavior that is professional, ethical, and responsible.
21. Articulate the district's mission and goals in the area of assessment services to the community and solicit its support in realizing the mission.
22. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
23. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
24. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environment Factors:

Maintain emotional control under stress and work with multiple deadlines and frequent interruptions. Frequent and prolonged hours and/or irregular hours. Frequent travel to multiple work locations as assigned.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, disability, or any other legally protected reason

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

Approved by Date

Reviewed by Date