

JOB TITLE	DIAGNOSTICIAN	EXEMPTION STATUS	EXEMPT/PROFESSIONAL
REPORTS TO	DIRECTOR OF SPECIAL EDUCATION		
DEPT/SCHOOL	SPECIAL EDUCATION		

PRIMARY PURPOSE

Assess the educational, learning styles, and program needs of students referred to special education services. Work cooperatively with instructional personnel to provide the most appropriate instructional programs for students with disabilities.

QUALIFICATIONS**EDUCATION/CERTIFICATION**

- Master's degree in educational 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.
- Ability to interpret data
- Excellent organizational, communication, and interpersonal skills

Experience

- Two years of teaching experience

MAJOR RESPONSIBILITIES AND DUTIES**ASSESSMENT**

- Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
- Compile and evaluate comprehensive student information, including classroom observations, personal interviews with the student, teachers(s), parents, and others, and relevant assessment data from the student's cumulative folder. Consult with parents and teachers concerning students' educational needs and interpretation of assessment data.
- Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpreting assessment data, appropriate placement, and development of Individual Education Plans (IEPs) for students according to district procedures.

CONSULTATION

- Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.
- Assist classroom teachers with the implementation of IEP.

PROGRAM MANAGEMENT

- Participate in the selection of assessment materials and equipment.
- Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
- Compile, maintain, and file reports, records, and other documents required.
- Comply with policies established by federal and state law, State Board of Education rules, and local board policy. Comply with all district and local campus routines and regulations.

OTHER

- Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- None

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**TOOLS/EQUIPMENT USED**

Personal computer and peripherals and other instructional equipment

POSTURE

Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

MOTION

Frequent walking

LIFTING

It may require regular heavy lifting (45 pounds or more), positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; it may work prolonged or irregular hours.

ENVIRONMENT

Exposure to biological hazards. May. require districtwide travel

MENTAL DEMANDS

Maintain emotional control under stress

**THIS DOCUMENT DESCRIBES THE GENERAL PURPOSE AND RESPONSIBILITIES ASSIGNED TO THIS JOB.
IT IS NOT AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES THAT MAY BE ASSIGNED OR SKILLS
THAT MAY BE REQUIRED.**

Reviewed by

Date

Received by

Date