



## **JOB DESCRIPTION**

**Job Title:** Educational Diagnostician

**Status:** Exempt

**Reports to:** Director of Special Education/Section 504

**Terms:** 187 Days

**Salary:** \$61,613 (min) - \$72,485 (mid)

**Pay Grade:** Admin 3

**Date Revised:** March 20, 2025

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### **Position Requirements:**

Implement the special education eligibility/assessment process including conducting ARD meetings. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

### **Education/Certification/License:**

Master's degree

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.

Familiar with the principals of Cross-Battery Assessment.

Bilingual Preferred but not required.

Excellent organizational, communication, and interpersonal skills.

### **Experience:**

Three years teaching experience (preferably in the field of Special Education)

Three years of experience as an Educational Diagnostician (preferred)

### **Duties/Responsibilities:**

1. Receive student referrals and implement the assessment and evaluation process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency 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 observation and personal interviews.
5. Participate in and/or conduct the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.
6. Maintain campus audit folders, update PEIMS data regularly and file and maintain a variety of administrative reports.
7. Consult parents, teachers, administrators, and other relevant individuals to assist with scheduling in regards to student placement and classes, as well as state and local assessments.
8. Attend required administrative meetings and professional development to maintain certification requirements.
9. Collaborate with parents, guardians and/or families concerning the educational needs of students, post-secondary and transition needs of student, and interpretation of assessment data.
10. Develop and maintain effective relationships with staff, students and parents.
11. Develop and coordinate a continuing evaluation of the assessment program and propose changes based on findings.
12. 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.
13. Comply with all district and local campus routines and regulations.
14. Participate in professional development activities to improve skills related to job assignment, including work related and parent trainings.
15. Maintain a positive and effective relationship with supervisors and co-workers.
16. Effectively communicate with colleagues, students, and parents.
17. All other duties as assigned by the Director of Special Education or Lead Diagnostician.

**Supervisory Responsibilities:**

To be determined

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

*The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.*

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

Employee's Signature

Date

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