



**Job Title:** Diagnostician

**Exemption Status/Test:** Exempt/Professional

**Report to:** Special Education Director/Coordinator **Date Revised:** December 2015

**Dept. /School:** Special Education

**Pay Grade:** 105

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**Primary Purpose:**

Review referrals for individual evaluation to determine appropriate interventions; assess students when an individual assessment is recommended; ensure that legal requirements for assessment are met and the evaluation report is shared with campus staff and parents; conduct ARD/IEP meetings and assist building administrator in ensuring that the ARD/IEP process and the quality of programs for students with disabilities comply with Federal, State, and Local requirements; review initial evaluations and interpret the educational implications of initial evaluation and reevaluations.

**Qualifications:**

**Education/Certification:**

- Master's Degree from an accredited university
- Valid Texas Teacher Certification
- Valid Texas Educational Diagnostician Certification

**Experience:**

- Minimum of three (3) years of successful teaching experience

**Special Knowledge/Skills:**

- Ability to administer and interpret intelligence and achievement assessment instruments. Ability to prepare appropriate individual education programs (IEPs)
- Knowledge of local, state, and federal rules and regulations pertaining to special education  
Knowledge of various special education eligibility conditions and learning challenges.
- Knowledge of curriculum in grades PK through 12
- Basic computer skills
- Strong organization and communication (written and oral)
- Ability to work cooperatively with staff, students, and parents

**Major Responsibilities and Duties:**

**Support for Instructional Planning and Services**

1. Provide consultative support to school staff through the response to intervention (RtI) process, offering suggestions for strategies and interventions that may be implemented in the general education classroom to meet the needs of struggling students.
2. Administer approved achievement and intelligence measures using instruments and procedures approved by the district.
3. Prepare evaluation reports utilizing the format approved by the district.
4. Assists the building administration in ensuring that the ARD/IEP process and the quality of programs for students with disabilities comply with Federal, state, and Local requirements.
5. Participate in admission, review, and dismissal (ARD) committee meetings to interpret appraisal results and develop individualized education programs (IEPs).
6. Consult with school staff about implementation of the IEPs, appropriate accommodations and modifications, and strategies for learning.
7. Manage caseload and assignments to meet compliance timelines for evaluations, ARD/IEP



committee meetings, and services to students.

8. Disseminate information regarding policies and procedures developed by the Department of Special Education Services.
9. Provide support to and develop procedures with school personnel to ensure compliance with local, state, and federal special education policies and procedures in assigned schools and facilities.

### **Organizational Management**

10. Provide assistance with the organizational needs of the Special Education Department.
11. Support the organizational needs of campuses upon request.
12. The Educational Diagnostician's Role in Student Achievement
13. Work collaboratively with teachers and campus administrators to create a supportive school environment that meets students' academic and developmental needs.
14. Support the creation and implementation of special education services on school campuses, supporting academic and skill development in students with special needs.
15. Assist teachers and school administrators in creating a school climate that effectively manages student behavior in accordance with the Student Code of Conduct and Student Handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Professional Learning**

17. Create and deliver staff development presentations to paraprofessionals, teachers, and campus administrators on topics related to special education.
18. Attend in-service training to maintain current knowledge and skills appropriate to job assignments.
19. Qualities of an Effective Educational Diagnostician
20. Use practical written and oral communication skills to present information accurately and clearly to students, parents, and staff.
21. Maintain a professional relationship with colleagues, students, parents, and community members.
22. Maintain familiarity with current trends in the curriculum and particular education areas.
23. Keep informed of and comply with state, district, and school regulations and policies for staff, including daily attendance, punctuality, and confidentiality.
24. Compile, maintain and file all reports, records, and other required documents.
25. Attend and participate in Special Education Department meetings and serve on committees, as required.
26. Comply with the Texas Educators' Code of Ethics.
27. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork, and passion for a student-centered environment.
28. Daily attendance and punctuality at work are essential functions.
29. Perform all duties as assigned.

### **Supervisory Responsibilities**

Supervision of individual students during evaluation sessions.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment.

**Posture:** Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

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

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside



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

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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 \_\_\_\_\_