



Job Title: Diagnostician Assessment Pers Pool Idea B

Exemption Status: Non-Exempt

Report to: Special Education Coordinator

Date Revised: September 2022

Dept. /School: Special Education

Pay Grade: PTHRLY

Primary Purpose:

Asses 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 education assessment
- Valid Texas Teacher Certification
- Valid Texas Educational Diagnostician Certification

Experience:

- Minimum of two (2) years of teaching experience serving special education students

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

Major Responsibilities and Duties:

Assessment

1. Select and administer formal and informal assessments to determine student eligibility for education services according to federal and Texas Education Agency regulations.
2. Compile and evaluate comprehensive student information, including classroom observations, personal
3. interviews with the student, teachers(s), parents, and others; and relevant assessment data from the student's cumulative folder.

Consulting

4. Consult with parents and teachers concerning the educational needs of students and
5. interpretation of assessment data.
6. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpreting assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.
7. Present staff development training in assigned schools to assist school personnel in identifying and
8. understanding students with disabilities.
9. Assist classroom teachers with the implementation of IEP.

Program Management

10. Participate in the selection of assessment materials and equipment.
11. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.



12. Compile, maintain, and file reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rules, and local board policy.
14. Comply with all district and local campus routines and regulations.

Professional Growth and Development

15. Participate in staff development activities to improve job-related skills.
16. Comply with state, district, and school regulations and policies for classroom teachers.
17. Perform all duties as assigned.

Supervisory Responsibilities

None

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

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 _____