

Title: Diagnostician Aid	Category: Support Staff
Job Details: 190 Days/Non-Exempt/Full-Time	Reports to: Exceptional Students Coordinator
Updated: 12/17/2021 Reviewed: 09/26/2022	Salary Schedule: Classified Pay Grade: GH

JOB SUMMARY

This position provides specified services to students by assisting with the special education assessment process by, supporting the assessment of the education, learning styles, and program needs referred to special education services, and provides logistical support for diagnostic staff (School Psychologists and Pre-K Diagnosticians.)

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Receives student referrals and assists with the implementation of assessments and the evaluation process within state timeliness
- Supports the selection and administration of formal and informal assessments to determine student eligibility for special education services, according to Federal and State regulations
- Collects and organizes relevant assessment data from student's permanent record, classroom teacher(s), principal, support staff, parents and outside resource people
- Supports the completion of classroom observations and personal interviews
- Schedules staff development sessions in schools to assist school personnel in identification and understanding of students with disabilities
- Consults with parents concerning the educational needs of students (Child Find.)
- Supervises inventory of assessment materials and equipment
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required
- Complies with policies established by federal and state law, State Board of Education rules, and Local Board Policies in the areas of assessment, placement, and planning for special education services
- Complies with all district policies and procedures
- Participates in professional development to improve skills related to job assignments
- Maintains confidentiality of student information
- Performs other related job duties as assigned
- Maintains prompt and regular attendance as physical presence on site is required

Work Hours: 8-hour workday

SUPERVISES

- No Supervisory responsibility

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent **AND** pass GACE Paraprofessional Assessment **OR** Associate's Degree **OR** two years (60 semester/90 quarter hours) of successful college coursework at an accredited school

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Coursework in the field of education
- Classroom experience and/or proven ability to work well with children
- Experience with Google for Education
- CPR Certified

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to relate to and work with students and adults in a positive manner
- Ability to work cooperatively with others
- Ability to maintain confidentiality
- Demonstration of fair and equitable management skills regarding students
- Effective oral and written communication skills
- Ability to utilize effective problem solving processes
- Ability to utilize applicable technology to support performance responsibilities
- Good organizational skills
- Ability to exhibit and maintain general and personal safety practices
- Personal responsibility for professional performance and growth
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.