



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Educational Diagnostician

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Reports to: Director of Special Education
School/Department: Educational Support Services
Pay Grade: Administrative/Instructional Programs AI3
Work Days: 195
Wage/hour status: Exempt

Primary Purpose:

Implement the special education assessment process. 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.

Qualifications:

Education/Certification:

- Master's degree in a related field from an accredited college or university
- 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
- Knowledge of psycho-social development
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills

Experience:

- Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Receive student referrals and implement the assessment and evaluation process.
2. Select and administer formal and informal assessments and to determine student eligibility for special education services according to federal and state regulations.
3. Score and interpret test data.
4. Develop psychoeducational reports.
5. Collect and organize relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
6. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with the interpretation of assessment data and development of Individual Education Plans (IEP) for students according to district procedures.



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Consultation

1. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
2. Assist classroom teachers with implementation of individual education plans.
3. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.
4. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students

Program Management

1. Develop and maintain effective individual and group relationships with students and parents.
2. Assist in the selection of assessment materials and equipment.
3. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
5. 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.
6. Comply with all district and local campus routines and guidelines.
7. Participate in professional development activities to improve skills related to job assignment.

Communication

1. Maintain a positive and effective relationship with supervisors.
2. Effectively communicate with colleagues, students, and parents.

Policy, Reports, and Law

1. Abide by professional code of ethics.
2. Comply with policies established by federal and state laws, State Board of Education rules, and licensure board policy
3. Comply with all district and campus routines and regulations

Budget

None

Personnel Management

None

Departmental/Division Responsibilities

1. Compile, maintain, and file all physical and electronic reports, records, and other required documents.
2. Submit the above documents to supervisors upon request

Other

None



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Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Workload is deadline driven

Frequent prolonged and irregular work hours

Frequent contact with parents, community, and/or other district/campus employees

Lifting up to 20 lbs

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

Approved by _____

Date _____

Reviewed by _____

Date _____