

JOB TITLE: Educational Diagnostician

STATUS: Exempt

REPORTS TO: Director of Special Programs

TERMS: 197 Days/Contract

DEPARTMENT: Special Programs

PAY GRADE: AE104

PRIMARY PURPOSE:

Assist the schools in the development of appropriate educational programs for students by conducting psycho-educational evaluations, ARD/IEP representation for assessment related issues, and ARD facilitation as required. Provide consultation services to teachers, parents, other support personnel, and community agencies.

QUALIFICATIONS:

Education/Certification:

Master's degree in Special Education or related specialization

Educational Diagnostician Certification by the Texas Education Agency

Special Knowledge and Skills:

Knowledge of psycho-educational assessment and IDEA eligibility determination procedures

Excellent organizational, communication, and interpersonal skills

Knowledge of Federal and State requirements of IDEA, including IEP process, paperwork, and requirements

Proficient in use of computer-based programs to write reports, interpret data, and organize paperwork

Ability to travel to multiple work locations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Conducts evaluations with a multidisciplinary team, using a variety of valid and reliable instruments, to determine recommendations for special education eligibility and programming.
2. Utilizes technology to collect data, score results of testing, and describe the testing results using graphs and charts.
3. Meets federal, state, and local timelines for completing evaluations and ARD/IEP meetings as assigned.
4. Completes, locks, and submits all FIE/IEP/ARD related documents as outlined in procedures.
5. Completes and maintains documentation of evaluations provided to students and submits respective logs.
6. Complies with all other required procedures such as, but not limited to, REEDs, MDRs, disagreement ARDS, Notice of ARD meetings, SHARS, or Procedural Safeguard, distribution.
7. Regularly attends and appropriately participates in appraisal meetings, in-service trainings, professional development, and other interagency meetings as required.
8. Consults with teachers, staff, and parents in a timely manner, concerning the educational needs of students(s); and results or interpretation of the assessment data.
9. Provides trainings or resources on assigned campus(es) to assist school personnel with understanding disabilities, IEP process, and other educational or behavioral topics.
10. Participate in and/or facilitate ARD/IEP meetings, MTSS meetings, and campus staffing according to federal, state, and local policies and procedures.
11. Comply with all federal, state, and local policies and procedures.

12. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds)

Environment: May work prolonged or irregular hours

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

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

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date