

ST. CHARLES PARISH PUBLIC SCHOOLS  
JOB DESCRIPTION

TITLE: Educational Diagnostician

QUALIFICATIONS: Master's Degree in Special Education and Certification by the State Department of Education as an Educational Diagnostician

REPORTS TO: Supervisor of Pupil Appraisal & Section 504

PERFORMANCE RESPONSIBILITIES

**1.0 ADMINISTRATION**

- 1.1 Maintains accurate case records on all assigned students, updating information as appropriate.

**2.0 OPERATIONAL DUTIES**

- 2.1 Conducts and administers educational assessment procedures to each child referred for an individual evaluation.
- 2.2 Coordinates and/or cooperates with other staff members on evaluations of students and families.
- 2.3 Interprets evaluation findings and recommends, in cooperation with other multidisciplinary team members, those procedures for educational interventions which will be beneficial to the child.
- 2.4 Participates in case conferences.
- 2.5 Participates in School Building Level Committee.
- 2.6 Participates in IEP/Placement meetings when appropriate.
- 2.7 Suggests and/or directs intervention procedures in the school, work, and/or community.
- 2.8 Delivers or coordinates delivery of educational strategies for students experiencing academic difficulties.
- 2.9 Confers with teachers, parents, and/or other professionals.
- 2.10 Serves as a consultant for teachers and other personnel.
- 2.11 Updates current professional knowledge through attending in-services, workshop sessions, and reading professional literature.
- 2.12 Provides or assists in the provision of in-service training of school personnel in areas of responsibility and expertise when appropriate.
- 2.13 Provides in-service training in order to efficiently provide educational services to students.
- 2.14 Attends staff, professional, intra-agency and inter-agency meetings.
- 2.15 Assesses current needs, recommends and plans services in the area of educational diagnostics.
- 2.16 Performs other such tasks from time to time as may be assigned by the Superintendent or his designee.

### **3.0 PROFESSIONAL ENGAGEMENT**

- 3.1 Consistently demonstrates customer excellence standards.
- 3.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 3.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 3.4 Develops and maintains a safe and caring environment for all of our customers.
- 3.5 Accepts and recognizes the value of the contribution of others.
- 3.6 Treats all stakeholders in a respectful and helpful manner.
- 3.7 Uses verbal and non-verbal communication in a manner respectful of others.
- 3.8 Displays confident posture and maintains self-control.
- 3.9 Uses active listening skills.
- 3.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 3.11 Writes and speaks clearly and concisely so that the message is understood.
- 3.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- 3.13 Accepts and uses constructive feedback.
- 3.14 Demonstrates skill in giving and receiving feedback.
- 3.15 Develops leadership and responsibility in colleagues and students if applicable.
- 3.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 3.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 3.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 3.19 Cooperates with building and district staff in planning and evaluation.
- 3.20 Attends and constructively participates in meetings and professional development activities.
- 3.21 Dresses for success according to job responsibilities.
- 3.22 Follows directives as assigned by supervisor.
- 3.23 Cooperates with administration in the performance of additional duties.

- 3.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- 3.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- 3.26 Adheres to ethical, legal and professional standards.
- 3.27 Refrains from revealing confidential information.
- 3.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

---

Signature

---

Date