

**Job Title:** Educational Diagnostician  
**Reports to:** Coordinator of Assessment & Related Services  
**Dept./School:** Special Education/Education Center

**Wage/Hour Status:** Exempt  
**Pay Grade:** Diag Pay Schedule  
**Date Revised:** 07/01/08

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The following 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.

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**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 from accredited university  
Valid Texas Teacher Certificate  
Valid Texas Educational Diagnostician certificate

**Special Knowledge/Skills:**

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories  
Excellent organizational, communication, and interpersonal skills

**Experience:**

Minimum of three (3) years of successful Educational Diagnostician experience  
Such alternatives to the above qualifications as the administration may find appropriate and acceptable

**Major Responsibilities and Duties:**

- \_\_\_\_\_ 1. Serve as the contact person for designated schools for all matters related to appraisal and individual educational planning for students with disabilities.
- \_\_\_\_\_ 2. Coordinate the fill individual evaluation process by determining appropriate testing, completing testing, and/or assigning to appropriate appraisal team members..
- \_\_\_\_\_ 3. Schedule ADR's (Admission, Review and Dismissal), prepare ADR notices and agendas.
- \_\_\_\_\_ 4. Serve on the ARD Committee for assigned schools with responsibility for determining eligibility for special education services and relating assessment and appropriate instruction.

- \_\_\_\_\_ 5. Guide teachers in preparing, implementing, and evaluation the Individual Educational Plan (IEP).
- \_\_\_\_\_ 6. Maintain time lines as specified by State/Federal regulations and keep current and complete all pertinent and legally required data in the special education eligibility folders for assigned schools.
- \_\_\_\_\_ 7. Assist in planning and providing staff development.
- \_\_\_\_\_ 8. Assist in the evaluation of the appraisal and education planning process..
- \_\_\_\_\_ 9. Assist teachers in securing instructional materials appropriate to the educational needs of students
- \_\_\_\_\_ 10. Observe students in actual classroom situations as needed.
- \_\_\_\_\_ 11. Maintain positive and effective working relationship with colleagues, parents, school staff and community members.
- \_\_\_\_\_ 12. Be prompt in attendance to all assignments and duties.
- \_\_\_\_\_ 13. Assume responsibility for own professional growth and development; keep current on legal requirements, district policy and procedures, and improved techniques for the education of students with disabilities.
- \_\_\_\_\_ 14. Present a positive role model that supports the mission of the school district.
- \_\_\_\_\_ 15. Use acceptable communication skills to present information accurately and clearly.
- \_\_\_\_\_ 16. Participate in the district staff development program.
- \_\_\_\_\_ 17. Demonstrate behavior that is professional, ethical, and responsible.
- \_\_\_\_\_ 18. Keep informed of and comply with federal, state, district, and school regulations and policies for classroom teachers.
- \_\_\_\_\_ 19. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required.
- \_\_\_\_\_ 20. Maintain good attendance, and when absent comply with notification procedures.
- \_\_\_\_\_ 21. Provide complete and accurate information and facts to supervisors in conducting district business.

### **Assigned Duties**

- \_\_\_\_\_ 22. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheel chair or assist with positioning students with physical disabilities.

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