

Job Title: Lead Diagnostician

Wage/Hour Status: Exempt

Reports to: Coordinator of Assessment & Related Services

Dept./School: Special Education/Education Center

Pay Grade: Teacher Hiring Schedule

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.

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. Provide support to Educational Diagnosticians regarding best practice in evaluation of special education students.
2. Provide coordination of staff to meet district compliance requirements.
3. Monitor and track data to ensure proper compliance effort.
4. Track staff deployment and ensure appropriate campus support.
5. Assess training needs and coordinate/provide training to evaluation staff.
6. Coordinate, implement and provide supervision to Diagnostician interns and new staff.

7. Coordinate meetings with evaluation staff.
8. Ability to interpret evaluation data to assist staff with appropriate student identification.
9. Provide support to evaluation staff on the selection and administration of assessments to evaluate the intellectual, emotional, and behavioral functioning of students
10. Administer evaluations and attend ARD meetings when needed.
11. Be prompt in attendance to all assignments and duties.
12. 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.
13. Present a positive role model that supports the mission of the school district.
14. Use acceptable communication skills to present information accurately and clearly.
15. Participate in the district staff development program.
16. Demonstrate behavior that is professional, ethical, and responsible.
17. Keep informed of and comply with federal, state, district, and school regulations and policies for classroom teachers.
18. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required.
19. Maintain good attendance, and when absent comply with notification procedures.
20. Provide complete and accurate information and facts to supervisors in conducting district business.

Assigned Duties

21. 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.