



Longview Independent School District

JOB DESCRIPTION DIAGNOSTICIAN – SPECIAL EDUCATION

JOB TITLE:	Diagnostician - Special Education	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Special Education	TERMS:	197 Days
DEPARTMENT:	Special Education	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Implement the special education appraisal 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 Educational Assessment
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
- Excellent organizational, communication, and interpersonal skills

Experience:

Three years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Assessment

1. Receive student referrals and implement the appraisal process
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Assessment (continued)

3. Collect and organize relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource people
4. Conduct observation and personal interviews as needed
5. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures
6. Ensure efficient management of fiscal and human resources

Consultation

7. Assist classroom teachers with implementation of IEP
8. Consult parents concerning the educational needs of students and interpretation of assessment data
9. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students

Program Management

10. Develop and maintain effective individual and group relationships with students and parents
11. Assist in the selection of assessment materials and equipment
12. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required
14. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the areas of assessment, placement, and planning for special education services



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Program Management (continued)

15. Comply with all district and local campus routines and regulations
16. Participate in professional development activities to improve skills related to job assignment

Communication

17. Maintain a positive and effective relationship with district personnel
18. Effectively communicate with colleagues, students, and outside resource people

Other

19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017