

Policy GFAEK: Job Description: Diagnostic Technician

Status: DRAFT

Original Adopted Date: 06/12/2023 | **Last Reviewed Date:** 06/12/2023

Qualifications:

1. High School Diploma or equivalent
2. Experience with computer and word processing

Reports to: Director of Special Education

Duties:

1. Will gather information pertaining to data collection for MOE profile reports
2. Will compile data within specified timelines for the child identification process (MET Team)
3. Work with psychometrists and case managers to maintain a list of students as well as continued tracking of the process.
4. Disseminate information to principals, teachers, and parents as directed by the Director of Special Education and the Lead Diagnostic.
5. Maintain files on all Assessment team reports.
6. Perform secretarial duties such as copying, filing, and answering incoming calls.
7. Copy and assemble initial and reevaluation packets
8. Maintain a filing system of special education forms necessary in the referral to placement process.
9. Organize data regarding all referrals for comprehensive assessment to disseminate to the appropriate facilitator.
10. Maintain accurate computer data on all students in special education.
11. Meet the public in a pleasant, respectful, and courteous manner: assisting public as required or desirable.
12. Complete required records request promptly, accurately, and competently.
13. Competent filing and retrieval of information.
14. Work with other employees in a cooperative, courteous manner at all times.
15. Maintain working condition of copy machine by directing necessary maintenance requests to personnel as needed.
16. Normal workday: 8 hours per day
17. Will perform any other duties as requested by the Director of Special Education.

Terms of Employment: 180 days employment per year. Salary approved by the Board of Education policy GGBD.

Evaluation: Performance in this position shall be evaluated regularly by the Director of Special Education on the basis of job duties.

Salary Scale: The diagnostic technician will be paid on the teacher's assistant salary scale GGBD.
