

West Orange-Cove CISD			
JOB TITLE:	Educational Diagnostician	REFERENCE CODE:	
REPORTS TO:	Executive Director of Student Services	PAY GRADE:	2
DEPT./SCHOOL:	Assigned Campuses	SERVICE DAYS:	202
FSLA:	Exempt		

PRIMARY PURPOSE:

The role of the educational diagnostician is to implement a program of diagnostic services for the district commensurate with the policies of the Board of Trustees and consistent with the guidelines of all regulatory agencies.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

A Master's degree from an accredited college or university
An educational diagnostician certificate

SPECIAL KNOWLEDGE/SKILLS

Administrative skills
Exceptional communication, public relations and interpersonal skills
Skills for interpretation of assessment-instrument information
Ability to implement and follow all rules and regulations of special education and ARD facilitation

MINIMUM EXPERIENCE

Minimum of three years of experience in teaching special education

ESSENTIAL FUNCTIONS:

1. Plan and implement diagnostic programs throughout the year.
2. Review data on each referral for assessment; administer or supervise administration of assessment to identified students; interpret results of assessment to supervisors, principals, counselors, nurses, teachers and parents.
3. Serve as a member of the ARD committee; make ARD-approved referrals for further evaluations; distribute ARD documents in a timely manner.
4. Recommend correct placements and educational plans for students who qualify for the program.
5. Assist in planning and implementing staff development programs.
6. Interact effectively with classroom teachers to promote effective programs for students exhibiting adjustment problems in school.
7. Compile and send all pertinent information for special education students who have left the district.
8. Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work.
9. Work cooperatively with others and maintains a positive attitude in the work environment.
10. Demonstrate initiative and good judgement in problem- solving and decision-making.
11. Report to work on time; reliable for regular and overtime work, and absent only with good cause.
12. Keep informed of and comply with district and state policies, rules, and regulations.

13. Accept supervisory direction and strive to improve job skills.
14. Demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors.
15. Demonstrate professional standards in appearance and personal conduct.
16. Recognize needs of job and suggest ways to improve efficiency and productivity.
17. Maintain proper safety and security precautions to prevent unnecessary or unreasonable risk to injury to self or others.
18. Perform other duties and functions as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned aides and/or clerical support staff

WORKING CONDITIONS:

Ability to communicate effectively (verbal and written)
Frequent use of computer equipment

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required. This position is federally funded and contingent upon funding availability.

Signature

Date