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<b>Job Title:</b>	Diagnostician	<b>Exemption Status/Test:</b>	Exempt/Professional
<b>Reports to:</b>	Director of Special Education	<b>Date Revised:</b>	April 2023
<b>Dept./School:</b>	Special Education - Assessment & Related Services - Assigned Campus(es)	<b>Pay Grade:</b>	SS 2

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**Primary Purpose:**

Assess the educational, learning styles, and program needs of students referred to special education services. Work cooperatively with instructional personnel to provide the most appropriate instructional programs for students with disabilities.

**Qualifications:**

**Education/Certification:**

Master's degree in education  
Valid Texas teaching certificate  
Valid Texas educational diagnostician certificate

**Special Knowledge/Skills/Abilities:**

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories  
Excellent public relations, organization, communication, and interpersonal skills  
Ability to interpret data  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

**Experience:**

Minimum three years classroom teaching experience  
Minimum two years experience as diagnostician preferred

**Major Responsibilities and Duties:**

**Assessment**

1. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
2. Conduct Full and Individual Evaluation which includes student information including classroom observations; personal interviews with the student, teachers(s), parents and others; and relevant assessment data from the student's cumulative folder. Consult with parents and teacher concerning the educational needs of students and interpretation of assessment data.
3. Participate in the Problem Solving Team Meetings during referral process, Admission, Review, and Dismissal Committee Meetings and campus based special education meetings to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

### **Consultation**

4. Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.
5. Assist classroom teachers with implementation of IEP.
6. Demonstrates leadership via collaboration with students, colleagues, parents, and community members through effective communication and consultation.

### **Program Management**

7. Participate in the selection of assessment materials and equipment.
8. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
9. Compile, maintain, and file reports, records, and other documents required.
10. Works with student's IEP team to provide a multidisciplinary approach to designing instruction and support

### **Other**

11. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
12. Demonstrate superior customer service with district staff, students, and community stakeholders.
13. Reflect on his/her own professional practice and refine practices based on research/best practice in the area of evaluation.
14. Participate in professional development activities to improve skills related to job assignment including attendance at department and team meetings.
15. Follow all federal, state, and local procedures and meet established timelines.

### **Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Personal computer and peripherals, and other instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non ambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

**Environment:** Exposure to biological hazards; may require districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_