

Job Title: LSSP/Diagnostician

Wage/Hour Status: Exempt

Reports to: Director of Special Education

Pay Grade: FGSSC Pay Scale

Dept./School: Fayette Gonzales Special Services Coop

Date Revised: 4/22/2014

Posting Closes: Open Until Filled

Contact: Deanna Moore, Director

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 in educational assessment

Valid Texas Educational Diagnostician certificate or

Valid Texas license as a Licensed Specialist in School Psychology granted by the Texas State Board of Examiners of Psychologists

Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories

Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Assessment/Procedural Implementation

1. Receive student referrals and implement the assessment and evaluation process.
2. Select and know which tests to administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
3. Collect and organize relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
4. Conduct classroom observation and personal interviews.
5. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data in language that the results can be understood.



6. Participates in discussion of appropriate placement and development of IEP for students according to district procedures.
7. Completes assessment within timelines specified in federal and state rules and regulations.
8. Develops, coordinates, and accurately completes appropriate ARD paperwork to address spectrum of needs.
9. Demonstrates an understanding of federal and state rules and regulations regarding special education and articulates information in ARD meetings appropriately.
10. Maintains schedule which recognizes all responsibilities in multiple districts.
11. Maintains a complete and accurate folder in each ISD served.
12. Presents accurate data promptly to PEIMS clerk on each campus.
13. Turns ARD's and assessment reports in timely fashion.
14. Other Duties as assigned.

Consultation

1. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
2. Assist classroom teachers with implementation of IEP.
3. Consult parents concerning the educational needs of students and interpretation of assessment data.
4. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.
5. Explains modifications/accommodations to classroom teachers.

Program Management

1. Develop and maintain effective individual and group relationships with students and parents.
2. Assist in the selection of assessment materials and equipment.
3. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.

4. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
5. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
6. Comply with all district and local campus routines and regulations.
7. Participate in professional development activities to improve skills related to job assignment.
8. Collects appropriate data and is knowledgeable regarding state performance indicators relative to assessment issues.
9. Follows Coop policies and procedures (ex. mileage reimbursement, request for workshops, absence from duty, P.O.'s, etc.).

Communication

1. Maintain a positive and effective relationship with supervisors.
2. Effectively communicate with colleagues, students, and parents.
3. Explains to parents their rights. (Procedural Safeguards)
4. Explains to parents the transfer of rights from the parent to the student at age 18.

Supervisory Responsibilities:

None.

Professional Performance

1. Presents self in dress and behavior as a professional.
2. Advises principals regarding special education law, regulations, and procedures.
3. Works cooperatively with assessment staff on assignments, in staff meetings, etc.
4. Consults director regarding related service personnel, consultants, etc.
5. Keeps director and campus administrator informed of problem cases, problems with compliance, etc.

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 wheelchair or assist with positioning students with physical disabilities.

The foregoing 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.

Approved by _____ Date _____

Reviewed by _____ Date _____