



Flour Bluff Independent School District Job Description

JOB TITLE: Educational Diagnostician

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 196

REPORTS TO: Director of Special Education

DATE REVISED: 12/09

PRIMARY PURPOSE:

The role of the Educational Diagnostician, responding to the unique needs of the handicapped, is to conduct individual assessments, participate in the special education placement and review process and provide supportive services to special education teachers within the framework of the philosophy and goals established by Board policy and in accordance with statutes, standards or regularly agencies, and administrative guidelines.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Diagnostician certification per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Schedules and conducts individual assessments in an efficient and professional manner.
2. Maintains assigned special education eligibility folders.
3. Prepares records, reports, etc. in an efficient and punctual manner.
4. Interprets results of individual assessments to school personnel and parents.
5. Adheres to proper channels when communicating about problems, ideas, etc.

ROLE 2: SCHOOL CLIMATE

6. Displays cooperativeness in working with administrators, teachers, and other school personnel.
7. Performs additional school related assignments in a positive and professional manner.
8. Exhibits punctuality and dependability in performing his or her job.
9. Exhibits maturity and emotional control.

ROLE 3: SCHOOL IMPROVEMENT

10. Assess and respond to needs related to job responsibilities.

ROLE 4: STUDENT MANAGEMENT

11. Schedules and conducts ARD/IEP and program review meetings in accordance with child-centered education proven guidelines.

ROLE 5: PROFESSIONAL GROWTH and DEVELOPMENT

12. Participates in staff development and professional growth activities.
13. Adheres to the Professional Ethical Standards in relationship to students, parents, peers, and school
14. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.

ROLE 6: SCHOOL/COMMUNITY RELATIONS

14. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
15. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals; standard instructional equipment

Posture:

Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Frequent districtwide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.