



Flour Bluff Independent School District Job Description

JOB TITLE: Lead Educational Diagnostician

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 206

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Lead Educational Diagnostician is to provide leadership to other evaluation personnel including mentoring, equalizing workloads, and dissemination of information and procedures to campus administration. In addition, the lead in responding to the unique needs of the disabled student, 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 regulatory agencies, and administrative guidelines.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Diagnostician certification per Texas Education Agency
- Minimum of 5 years' experience as a Diagnostician

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.
6. Provides training and mentoring of new evaluation personnel.
7. Assists other evaluation personnel with overflow of evaluations and workloads.

ROLE 2: SCHOOL CLIMATE

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

ROLE 3: SCHOOL IMPROVEMENT

12. Assess and respond to needs related to job responsibilities.
13. Lead the assessment team in completing Cross-Battery Assessments.
14. Lead the Autism Team in completing assessments for Autism Spectrum Disorders.
15. Assists other evaluation personnel with overflow of evaluations and workloads.

ROLE 4: STUDENT MANAGEMENT

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

ROLE 5: PROFESSIONAL GROWTH and DEVELOPMENT

17. Participates in staff development and professional growth activities.
18. Provide staff development regarding evaluation in a timely manner as needs arise throughout the school year.
19. Adheres to the Professional Ethical Standards in relationship to students, parents, peers, and school personnel.
20. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.
21. 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.