

Job Title:	Diagnostician Education	Wage/Hour Status:	Exempt
Reports to:	Facilitator Evaluation/Principal	Pay Grade:	105
Dept. /School:	Special Education Evaluation Services	Date Revised:	July 31, 2023

Primary Purpose

Provide evaluations as part of a Multidisciplinary Team for students referred for a special education evaluation. Assist the ARD committee in determining student eligibility for special education services. Provide evaluations to support early intervention.

Qualifications

Education/Certification

Master's Degree
Valid Texas Certification as an Educational Diagnostician

Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Demonstrated leadership ability in working with administrators, teachers, students, parents, support personnel and the general public
- Knowledge in diagnosis, instructional modifications and accommodations, curriculum, materials, equipment and methodologies for addressing the needs of students with disabilities
- Knowledge in modification and accommodations for students with disabilities
- Knowledge in differentiating instruction

Experience

Five (5) years teaching experience

Major Responsibilities and Duties

1. Ensure compliance with Individuals with Disabilities Education Improvement Act (IDEIA) regulations.
2. Serve as a member of the multidisciplinary evaluation team to ensure "Integrated IEPs".
3. Attend all Admission, Review, and Dismissal ARDs.
4. Maintain the special education eligibility folders.
5. Assist the ARD committee in determining eligibility for special education services and in the development of the Individual Education Plan.
6. Recommend classroom instructional modifications and accommodations.
7. Maintain a compliance database on eligible special education students to include STAAR/TAKS State Assessments
8. Monitor campus timeline and compliance by informing teachers, parents, administrators, related service personnel monthly, of students' upcoming annual ARDs.
9. Maintain records for eligible special education students (eligibility folders, automated IEP system, and input data into the Special Education Atom).
10. Collaborate and communicates with related service personnel.
11. Keep abreast of evaluation techniques and "best practices".
12. Serve as a resource person for the campus:
 - a. Recommend teaching techniques and classroom strategies to accommodate various learning styles of students with disabilities.
 - b. Demonstrate "best practices" models and strategies for teachers regarding recommended modifications and accommodations.
 - c. Meet with teachers in grade level and vertical teams to serve as a resource.
 - d. Provide support to teachers regarding differentiated instruction for special education students.
13. Adhere to District policy and procedures regarding the education of students with disabilities

School/Community Relations

14. Interact and provide information to the community regarding special education programs.
15. Promote and communicates high expectations of student performance.

16. Communicate with parents regarding student progress, concerns, and programs.

Professional Growth and Development

- 17. Attend staff development.
- 18. Attend special education meetings.
- 19. Attend Professional Learning Community (PLC) Meetings
- 20. Participate in professional growth activities and stay current on IDEIA, NCLB, local and state regulation regarding special education.
- 21. Participate in professional growth activities related to evaluation.
- 22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district, and state travel. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, evaluation kits, media equipment, desks, and other classroom or adaptive equipment.

Terms of Employment

208 days; salary to be established by the Board of Trustees

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.