Cedar Hill Independent School District
Job Description

Job Title:	Diagnostician	**Wage/Hour Status:**	Exempt
Reports to:	Exe Director Special Education	**Pay Grade:**	SP-24
Dept./School:	Special Education	**Number of Days:**	192-days

Primary Purpose:

Implement the special education appraisal 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 teaching certificate
Valid Texas educational diagnostician certificate

Special Knowledge/Skills
Knowledge of diagnostic procedures, education of special education students, human development, and learning theories.
Excellent organizational, communication, and interpersonal skills.

Experience/Requirements
Three years teaching experience

Major Responsibilities and Duties:

Assessment

- Receive student referrals and implement the appraisal process.
- Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
- Collect and organize relevant assessment data from the student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
- Conduct classroom observation and personal interviews.
- Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

Consultation

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

Program Management

- Develop and maintain effective individual and group relationships with students and parents.
- Assist in the selection of assessment materials and equipment.
- Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 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.
- Comply with all district and local campus routines and regulations.
- Participate in professional development activities to improve skills related to job assignment.

Communication

- Maintain a positive and effective relationship with supervisors.
- Effectively communicate with colleagues, students, and parents.

Supervisory Responsibilities

None

Working Conditions

Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress. Regular district wide 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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature