

Killeen Independent School District Job Description

Job Title: Educational Diagnostician
Reports To: Coordinator for Special Education Campus Operations/Principal
FLSA Status: Exempt

SUMMARY

Implements the special education assessment process. Assesses the educational, learning styles, and program needs of students referred to special education services. Provides diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

ASSESSMENT

Receives student referrals, selects assessment tools, and implements the assessment and evaluation process within state timelines and district guidelines.

Serves as case manager for all students assigned for evaluations.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Prepares and maintains a database of referrals and evaluations for each school assigned.

Interprets evaluations for transfer students with a disability based on Texas Education Agency/Federal regulations ensuring that services are commensurate and ARDs are held within established timelines.

Reviews outside evaluations provided by other districts, agencies or by the parent.

Collects and organizes relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.

Selects and administers appropriate test instruments formal and informal, utilizes appropriate scoring programs, and analyzes test results to determine student eligibility for special education services according to federal, state, and district guidelines with current assessment tools.

Organizes data collected during the appraisal process, prepares and maintains a written computerized Full Individual Evaluation report for each student evaluated.

Conducts observations which may include classroom, behavior, performance, and personal interviews.

Participates in the Admission, Review, and Dismissal (ARD) Committee; to include presentation and interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to federal, state, and district guidelines.

Serves on the multi-disciplinary appraisal team with responsibilities in the appraisal of intelligence factors, educational functioning, adaptive behavior, and the collection of data

pertaining to sociological and emotional/behavioral variables. Serves on the multi-disciplinary team for autism evaluations.

Collaborates with campus professionals and parent to determine whether additional assessment or a Review of Existing Evaluation Data (REED) is needed for each three-year review of special education services.

CONSULTATION

Provides staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.

Assists classroom teachers with implementation of IEP.

Consults parents concerning the educational needs of students and interpretation of assessment data.

Consults parents, teachers, administrators, and other relevant individuals to enhance their work with students.

Collaborates with special education administrators to schedule admission, review, and dismissal meetings and to provide support for parents, administrators, and campus staff.

PROGRAM MANAGEMENT

Develops and maintains effective individual and group relationships with students and parents.

Assists in the selection of assessment materials and equipment.

Develops and coordinates a continuing evaluation of the assessment program and make changes based on findings.

Compiles, maintains, and files all physical and computerized reports, records, and other documents required.

Complies 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.

Complies with all district and local campus routines and regulations.

Participates in professional development activities to improve skills related to job assignment.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and two years of Special Education teaching experience preferred. Knowledgeable of diagnostic procedures, education of special education students, human development, and learning theories.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas Teaching Certificate and Texas Education Diagnostician Certificate

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, educational procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to communicate effectively with parents. Ability to effectively present information and respond to questions from administrators, faculty, parents and students.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals. Ability to draw and interpret bar graphs. Ability to formulate and interpret statistical data such as mean, mode, median and standard deviation. Ability to apply determination of test reliability and validity analysis of variance correlation techniques, sampling theory factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Ability to utilize basic computer word processing. Ability to work with parents in a variety of situations. Must have excellent organizational, communication, and interpersonal skills.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.