

Grayson County Special Ed. SSA  
2012-2013

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<b>Job Title:</b> Educational Diagnostician	<b>Location:</b> SSA Office/Itinerant
<b>Reports To:</b> Director of Special Education	<b>Contract Length:</b> 197days/11 months
<b>Salary Schedule:</b> SSA Scale	<b>Date Revised:</b> 3/25/11

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**Primary Purpose:**

Implement the special education appraisal process. Assess the educational, learning styles and program needs of students referred to special education for evaluation services. Provide diagnostic information and work cooperatively with instructional personnel to provide an appropriate educational program for students with disabilities.

**Qualifications:**

**Education/Certification:**

- Master's degree from an accredited college or university
- 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
- Knowledge of federal, state and local regulations and current legal issues
- Excellent organizational, communication, and interpersonal skills

**Experience:**

- Three years of teaching experience; prefer two years diagnostician experience

**Major Responsibilities and Duties:**

**Assessment**

- Receive student referrals and implement the appraisal process within time guidelines
- Select and administer formal and informal assessments to determine, in a student, if a category of disability and an educational need for services exist, allowing the student to access special education services according to federal, state and SSA guidelines and make appropriate recommendations to the ARD committee
- Comply with special education timelines regarding evaluation, IEP review and re-evaluation
- Compile evaluation data from a variety of sources, making sure that written evaluation reports are prepared for presentation to the ARD committee by all multi-disciplinary team members as appropriate
- Participate in ARD meetings to assist in interpretation of assessment data and determination of appropriate goals and services.

**Consultation**

- Conference with parents regarding their child's special education testing results

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- Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities
- Collaborate with classroom teachers regarding students' progress on IEP goals and objectives
- Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students
- Develop and maintain effective individual and group relationships with students, parents, and administration
- Develop and coordinate a continuing evaluation of the assessment program, materials and equipment and make recommendations to the Director of Special Education based on findings

**Communication**

- Maintain a positive relationship with administrators on all assigned campuses in the Grayson County Special Education SSA and with the Director of Special Education
- Communicate effectively with administrators, colleagues, students and parents
- Handle stressful situations in an objective, controlled manner

**Program Management**

- Monitor the support services available for students with disabilities to ensure the students are effectively achieving their objectives

**Administration**

- Coordinate with each school's secretary/PEIMS clerk to assure that students are correctly coded in special education for state and federal reports for funding purposes
- Provide constructive suggestions to ensure that operating guidelines support the teaching/learning process for students with disabilities
- Demonstrate skill in the management of eligibility folders, records, reports and timelines
- Comply with policies established by federal and state law, Commissioner's Rules, and local operating guidelines in the areas of assessment, placement, and planning for special education services.
- Comply with all SSA, district and campus routines and regulations
- Attend and participate in campus and district level in-service meetings upon request
- Compile reports as requested by SSA administration, including, but not limited to; SHARS, caseload and extended school year recommendations
- Turn in all folders and submit reports in a timely manner
- Act in a professional manner and maintain a professional attitude towards the public and colleagues
- Maintain confidentiality of sensitive information; adhere to chain of command
- Maintain professional appearance as appropriate for job responsibilities
- Perform other duties as assigned by Director of Special Education

**Professional Growth and Development**

- Participate in professional development opportunities to improve skills related to job responsibilities
- Observe professional and ethical standards, in accordance with generally accepted community standards and the Professional Code of Ethics

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- Keep abreast of new research and information on testing instruments concerning reliability, validity, interpretations and new instruments
- Keep abreast of continual changes and the most current legal interpretations of state and federal guidelines, Commissioner's Rules and SSA operating guidelines

**Supervisory Responsibilities:**

- As specified by administration

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular travel to assigned districts in the SSA. Moderate lifting and carrying of materials and may be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities. Requires ability to interact effectively with a variety of people and professions.

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The previous 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.

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Signature

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Date