

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Diagnostician	Wage/Hour Status:	Exempt
Reports To:	Executive Director Special Education Services	Date Revised:	3/21/17
Dept./School:	Itinerant Special Ed		

Primary Purpose:

Participate in the evaluation, determination of eligibility, planning, and implementation of special education supports.

Qualifications:

Education/Certification:

Diagnostician Certification (required)

Master's Degree

Valid Texas teaching certificate with required endorsements

Special Knowledge/Skills:

Working knowledge of evaluation procedures, including cross-battery assessment, and instructional strategies/accommodations

Ability to work cooperatively with campus staff and itinerant staff

Experience:

Three years of teaching experience

Major Responsibilities and Duties:

Administer appropriate evaluations for each student based on state and local guidelines and the specific needs of the students, utilizing the newest methods

Participate in ARD/IEP meetings by conducting evaluations and eligibility data and by assisting other professional ARD members

Collaborate with the multidisciplinary team when appropriate to determine eligibility

Observe all federal timelines for evaluations and for written evaluation reports

Employ collaborative decision-making processes, foster and promote collegiality and team building

Assess and respond to needs related to the responsibilities of an educational diagnostician

Obtain and use evaluative findings, including student achievement data, to examine program/service effectiveness

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Promote collaborative teaming by working with faculty and encouraging student-parent input to develop a more positive school climate in the area of special education

Conduct conferences with parents, students, and teachers concerning vital issues

Collaborate with parents and outside agencies as appropriate

Take the initiative to develop professional skills appropriate to job assignments and stay up to date on legal changes in educational laws

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff

Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession

Consult with personnel from outside agencies when appropriate

Demonstrate an awareness of school-community needs

Articulate support of the district's special education program

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and/or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03-21-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____