

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: EDUCATIONAL DIAGNOSTICIAN

Supervisor: Special Education Director

GENERAL JOB DESCRIPTION: To provide psychological educational student evaluation to determine individual student needs in compliance with state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct evaluations and reevaluations to determine exceptionality.
2. Prepare diagnostic reports to include summary of pertinent pre-diagnostic information, summary of tests administered and results, student strengths and weaknesses and suggested areas of appropriate intervention in terms that can be understood.
3. Manage resources, i.e. inventory of supplies, materials and equipment.
4. Attend Individual Education Plan (IEP) meetings, parent conferences, teacher conferences.
5. Communicate accurately and effectively with parents and staff.
6. Explain program levels, services available for the student and make recommendations that will help the student reach his/her learning potential.
7. Maintain information relative to educational assessments, state, and federal regulations and district requirements and competency level relative to diagnostic procedures.
8. Collaborate with other professionals as appropriate, and demonstrate leadership.
9. Use supervision, staff development, and performance evaluation to improve the program of the district.
10. Demonstrate an understanding of political theory.
11. Complete all necessary paperwork in a timely manner.
12. Be able to explain rights to parents.
13. Knowledgeable about criteria requirements for each exceptionality.
14. Knowledgeable about New Mexico State standards for Special Education.
15. Comply with all School Board policies and administrative regulations.
16. Maintain confidentiality with sensitive information.
17. Report to work on time and work a seven-hour day.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.
2. Attend workshops, and in-service to stay abreast of changes in standards, assessment strategies and research findings.

QUALIFICATIONS:

1. Master's Degree.
2. Licensure in educational diagnostics.
3. At least 3 years teaching experience preferred.
4. Bilingual preferred (English/Spanish).

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5. Such alternatives to the above qualifications as the Special Education Director and/or Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. Training in First Aid and CPR

EQUIPMENT /MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Must be proficient in the use of testing kits, including IQ, achievement, any other specialized area tests as deemed necessary.
3. Knowledge of proper use of any equipment necessary for safety.
4. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate. Must be able to work under stressful conditions. Must be willing to work during summer months as needed.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____