



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Educational Diagnostician

Salary Block: 105

Reports To: Director of Special Education or Assistant Director of Special Education

Terms of Employment: 212 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to serve as implement and maintain a comprehensive program of diagnostic services to the students, parents, school, and community.

Qualifications:

Education/Certification:

- Master's Degree (Education field preferred)
- Valid Driver's License
- Texas Diagnostician Certificate

Special Knowledge/Skills:

- Demonstrated ability to work with students, parents, and school personnel
- Thorough understanding of special education programs and federal law as it relates to students disabilities
- Knowledge of State & Federal Accountability Regulations

Major Responsibilities and Duties:

1. Implements and maintains a comprehensive program of diagnostic services for the district, which adequately meets all local, state, and federal requirements.
2. Serves as the head of the educational appraisal team and conducts and coordinates re-evaluation and initial evaluations of students referred for evaluation to determine eligibility for special education services.
3. Composes a written report that addresses each aspect affecting a child's education in the Least Restrictive Environment in a timely manner.
4. Conducts special Admission-Referral-Dismissal Committee (ARD) requests to address the needs of the student.
5. Interprets a variety of data from various professionals' evaluation data to the ARD Committee and makes recommendations for remediation of student deficiencies; makes recommendations for appropriate placement of students with disabilities.
6. Provides assistance to regular and special education teachers in the area of formal student assessment and assists, as needed, in the implementation of the individual educational plan.
7. Consults with administrators, counselors, teachers, nurses, related service professionals, and parents regarding gathered data.
8. Insures compliance with state and federal requirements relating to educational assessments and paperwork.

ADOPTED: 3-5-85

AMENDED: 10-10-00, 5-25-01, 7-26-01, 11-06-03, 8-31-09, 4-2-13,
10-5-16, 10-23-17, 08-01-18, 5-19-2020, 10-17-2023

Educational Diagnostician

9. Maintains confidentiality of student records.
10. Assures that procedural safeguards have been explained to parents.
11. Obtains parental consent to conduct formal evaluations.
12. Provides for professional growth in keeping abreast of current requirements and changes in state and federal laws as pertains to the education of special needs students.
13. Provides for professional growth through an ongoing program of reading, attending district in-services, workshops, seminars and conferences.
14. Insures that the native language needs of the student and parent are addressed.
15. Addresses parents' concerns, via parent conference, phone conference, personal contact, etc., regarding the students' educational needs.
16. Receives referral information from general education regarding a child with suspected special needs who may need special education interventions; fully understands the Teacher Support Team process.
17. Composes and maintains all ARD Committee paperwork required for ARD's of Special Education students, with the exception of speech students within a timely manner.
18. Prepares expert testimony in the event of mediation/due process situations.
19. Performs other tasks and assumes such other responsibilities as the Director of Special Education may assign.
20. Supports the ARD Committee in making appropriate decisions for State and Federal accountability.
21. Supports the goals and objectives of the school district and follows all district policies.
22. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Upholds and adheres to safety rules and policies of the SISD safety program.
24. Performs any other duties as assigned by the appropriate supervisor.
25. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress, ability to problem solve in stressful and immediate situations

Physical Demands/Environmental Factors: Frequent district-wide travel; occasional prolonged and irregular hours; moderate bending, stooping, lifting and pulling

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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