



Job Title: Diagnostician
Reports To: Special Education Director
FLSA Status: Exempt

JOB SUMMARY

The Diagnostician provides diagnostic service and technical assistance to the resource room program, grades K-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform other duties as assigned by the Special Education Director and/or Building Principal and:

DIAGNOSING:

- A. The diagnostician will establish procedures for gathering data by:
 - 1. Completing diagnostic evaluations on each student they are responsible for.
 - 2. Using diagnostic tools pertinent to the IEP Team's academic and behavioral concerns
 - 3. Using a variety of assessments to gather diagnostic data.
 - 4. Requesting assistance when there is a need for a more comprehensive diagnosis.
- B. The diagnostician will interpret diagnostic data to identify individual and group needs by:
 - 1. Identifying the achievement level for each student.
 - 2. Explaining orally and/or in writing, the significance of the achievement level diagnosed.
- C. The diagnostician will apply learning theory by:
 - 1. Utilizing input of the IEP team in the evaluation process.
 - 2. Providing feedback to IEP team throughout the evaluation process.

STUDENT PERFORMANCE EVALUATION:

- A. The diagnostician will recommend, as requested, procedures for assessing student performance, including:
 - 1. Selecting evaluation techniques appropriate to objectives.
 - 2. Planning measurement procedures for specific purposes.
 - 3. Utilizing procedures that provide teachers with feedback on their performance.
 - 4. Presenting information that indicates evaluation has taken place for each student.
 - 5. The diagnostician will utilize the results of student performance assessment by:
 - 6. Using objective data to arrive at a grade level or indicator of student progress to be reported to the IEP Team.
 - 7. Recommending a system to the teacher that will provide feedback to facilitate the student's accomplishment of goals.
 - 8. Recommending changes in teaching strategies, based on the results of the evaluation and teacher input.

PRESCRIBING:

- A. The diagnostician will share diagnostic data to assist the IEP Team in the development of goals and objectives.
- B. The diagnostician will schedule testing times to meet teacher and student needs.

SCHOOL RELATIONSHIPS:

- A. The diagnostician will cooperate to further the accomplishments of district goals by:
1. Upholding IEP Team decisions.
 2. Maintaining consistency in record keeping, as defined by district policy and Child Find IDEA.
 3. Carrying out reasonable requests given by proper authority.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- A. Attends in-service trainings and staff meetings.
- B. Serve on school committees and councils.
- C. Report issues to authorities as necessary, animal control, suspicious activity, etc.
- D. Reports safety, sanitary and fire hazards immediately to supervisor.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education, Certificates, Licenses, Registrations:** Must hold a degree in the field of Psychology, Counseling, or a valid Oregon Teaching License with the appropriate Psychology or Counseling endorsement. Licenses and certifications as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.
- **Experience:** Must have training or experience in diagnostic testing. Demonstrated ability to successfully work with adolescent students and the public in a school setting. Student teaching also applies but is not considered for placement on the current salary schedule.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently. Ability to effectively use Schoolmaster District Edition Gradebook and SchoolDude.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Maintain a belief that all students can learn.
- **Other Trainings:** Completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is located in the District Office and the office equipment includes, but is not limited to, fax, copier, phone, computer, etc. The noise level in the work environment is usually low to moderate but occasionally high depending upon the number of people in the building attending meetings and activities. The work may require travel between school buildings, other agencies, and local businesses. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department	Prepared Date: January 2019
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I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date