

Title: Educational Diagnostician (FLSA: Exempt)

Performance Responsibilities Design and Evaluation - Assumes responsibility for the design and evaluation of designated aspects of the Students with Exceptionalities program.

- Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin 1508 and Bulletin 1706, those pupils suspected of being in need of Students with Exceptionalities services.
- Functions as evaluation coordinator for designated referred students.
- Participates in Students with Exceptionalities eligibility determinations and IEP staffings as needed.
- Provides a written report of any educational assessment services provided to students.
- Attends staff, professional, and interagency meetings including those assigned.
- Performs other such duties and assumes such other responsibilities as assigned by the Director of Students with Exceptionalities or Pupil Appraisal Coordinator.

Leadership - Assumes leadership in directing the learning activities of Students with Exceptionalities students.

- Assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
- Provides or assists in the provision of in-service training of school personnel, on such topics as pupil appraisal, educational assessment program, exceptional children, learning styles, classroom management, intervention strategies/techniques and other areas of expertise.
- Cooperates with personnel of community health and social service agencies.
- Keeps abreast of new developments in the area of educational diagnosis and keeps other appropriate school personnel informed of the same.

Management - Initiates practices designed to maintain an adequate learning environment.

- Assists in maintaining accurate case records on all clients regarding enrollment in the educational assessment program, initial screening and individual evaluation, and other services provided by the assessment teacher in accordance with the requirements of Parish, State and Federal laws, regulations, and/or policies.
- Attends staff, professional, and interagency meetings including those assigned.

Student Services - Initiates practices designed to promote the success and well-being of students.

- Interprets assessment findings to parents, teachers, principals, and other professional Parish personnel and responsibility practitioners outside the school.
- Cooperates with personnel of community health and social service agencies.
- Provides a written report of any educational assessment services provided to students.

School/Community Relations - Initiates practices designed to provide for effective school/community relations.

- Explains and interprets the educational assessment program to parents, teachers, principals, and other members of the Parish School System.
- Assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
- Confers with parents, teachers, principals, the Director of Students with Exceptionalities and other Parish professional staff whenever necessary on matters relative to assessment, behavioral interventions.
- Cooperates with personnel of community health and social service agencies.

Professional Development - Plans for professional self-development

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 10 months

Reports to: Director of Students with Exceptionalities or designee

Supervises: None

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)