

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: EDUCATIONAL DIAGNOSTICIAN-EARLY CHILDHOOD SPECIAL EDUCATION

QUALIFICATIONS:

Candidates must have a minimum of:

1. Master's Degree
2. Must have one of the following certificates issued by the State Board of Education:
 - a. Special Education
 - b. Guidance Counselor
 - c. School Psychological Examiner
 - d. School Psychologist
3. Detailed understanding of the special education process
4. Excellent communication skills
5. Ability to transport daily to various District sites

REPORTS TO: Director of Early Childhood and/or Executive Director of Special Services

JOB GOAL: To administer educational evaluations, assist in determining eligibility for special education, and assist with compliance of local, state and federal requirements for the implementation of the Individuals with Disabilities Education Act.

PERFORMANCE RESPONSIBILITIES:

1. Administer educational evaluations and assist with making eligibility determinations.
2. Develop written evaluation reports for initial and reevaluations.
3. Assist site staff in organizing and providing special education and related services in compliance with Federal/State/District regulations.
4. Demonstration of proficient computer technology skills and willingness to learn District software programs.
5. Conduct IEP meetings making eligibility determinations and placement decisions.
6. Perform other duties and responsibilities as directed by the Director of Special Services

PHYSICAL DEMANDS: Ability to move around in the diagnostic and instructional area

TERMS OF EMPLOYMENT: Teacher Contract

TYPE OF POSITION: Exempt

EVALUATION: Evaluated Annually by the Director of Early Childhood

APPROVED BY SCHOOL BOARD: February 21, 2019