

# Argyle ISD

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**Job Title:** Diagnostician, Special Education Coordinator

**Exemption Status/Test:** Nonexempt

**Reports to:** Director of Special Education

**Dept./School:** Special Education/ Assigned Campus

**Date Revised:** February 1, 2022

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## Primary Purpose:

Implement the special education assessment process. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

## Qualifications:

### Education/Certification:

Master's degree in educational assessment  
Valid Texas teaching certificate  
Valid Texas educational diagnostician certificate

### Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories  
Excellent organizational, communication, and interpersonal skills

### Experience:

Diagnostician and coordinator experience

## Major Responsibilities and Duties:

### Assessment

1. Receive student referrals and implement the assessment and evaluation process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
3. Collect and organize relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
4. Conduct classroom observation and personal interviews.
5. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

### Consultation

6. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
7. Assist classroom teachers with implementation of IEP.
8. Consult parents concerning the educational needs of students and interpretation of assessment data.
9. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

### Program Management

10. Develop and maintain effective individual and group relationships with students and parents.
11. Assist in the selection of assessment materials and equipment.
12. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
13. Compile, maintain, and file all physical and computerized reports, records, and other

documents required.

14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
15. Comply with all district and local campus routines and regulations.
16. Participate in professional development activities to improve skills related to job assignment.

### **Communication**

17. Maintain a positive and effective relationship with supervisors.
18. Effectively communicate with colleagues, students, and parents.

### **Coordination**

19. Compile and ensure the integrity of various data (SPP, Child Find, etc.).
20. Support and monitor the campus-initiated referral process for special education.
21. Respond to parent requests for special education evaluations according to federal, state, and local rules.
22. Provide district-approved training concerning district special education processes, procedures, and practices.
23. Assist in disseminating information to relevant district staff.
24. Respond to special education inquiries from parents and staff.
25. Assist with activities concerning compliance and performance (continuous improvement, self-assessment, etc.).
26. Assist in generating solutions to special education challenges at the campus and district level.
27. Assist the director of special education with other projects and duties as assigned.

### **Other**

Certified diagnostician

### **Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/ Environmental Demands:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_