

**ST. MARY PARISH PUBLIC SCHOOLS  
EDUCATIONAL DIAGNOSTICIAN JOB DESCRIPTION**

**POSITION:** Educational Diagnostician

**REPORTS TO:** Director of Special Services

**TERMS OF EMPLOYMENT:** 10-Month, 11-Month, or 12-Month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT CODE:** 113/2142

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Certification by State Department as an Assessment Teacher or Educational Diagnostician; must hold a master's degree from a regionally accredited institution; must have had previous experience as a Special Education Teacher.

**METHOD OF EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Explain and interpret the educational assessment program to parents, teachers, Principals, and other members of the parish school system.
2. Assist teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
3. Evaluate as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin 1508 and the regulations implementing Act 754, those pupils suspected of being in need of special educational services.
4. Function as evaluation coordinator for designated referred students.
5. Participate in special education eligibility determinations and IEP staffings.
6. Interpret assessment findings to parents, teachers, Principals, and other professional parish personnel and responsible practitioners outside the school.
7. Confer with parents, teachers, Principals, the Supervisor of Special Services, and other parish professional staff whenever necessary on matters relative to assessment, behavioral interventions, exceptional children, learning, teaching strategies, recommended interventions, and other areas within the expertise of the Educational Diagnostician
8. Provide or assist 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.
9. Cooperate with personnel of community health and social services agencies.
10. Assist 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.
11. Provide a written report of any educational assessment services provided to students.
12. Attend staff, professional, and interagency meetings including those assigned.
13. Keep abreast of new developments in the area of Educational Diagnosis and keep other appropriate school personnel informed of the same.
14. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Perform other duties as assigned by Director of Special Services and Superintendent.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**QUALIFICATIONS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_