

Education Diagnostician

Purpose Statement

The role of the Education Diagnostician is to implement the special education assessment process, assess the educational learning styles and program needs of students referred for special education services, and provide diagnostic information. The Diagnostician works cooperatively with instructional personnel to develop appropriate programs for students with disabilities.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Collaboration:** Work with district personnel, students, and parents (e.g., teachers, administrators, counselors, psychologists) to develop effective Individualized Education Programs (IEPs).
- **Professional Development:** Conduct meetings, workshops, training, and seminars for teachers and support staff to convey information for their professional development.
- **Student Interaction:** Consistently interact with students to educate and assess them.
- **Evaluation of Transfer Students:** Evaluate the paperwork for special education students transferring into the district to complete any documentation gaps.
- **Parental Meetings:** Facilitate meetings with special education parents to educate them on at-home methods.
- **Class Recommendations:** Meet with ninth graders and counselors to make class recommendations and provide guidance on subjects that align with their educational goals.
- **Classroom Observation:** Observe students in their regular classroom to gather additional data for IEP development.
- **Testing:** Perform tests for regular and special education secondary students who meet specific criteria to provide data for developing IEPs.
- **Documentation:** Prepare a variety of written materials (e.g., reports, surveys, parental releases) to document activities and provide written references.
- **Research:** Research information on testing methods to provide recommendations and improvements for effective testing that meet state and administrative requirements.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in applying assessment instruments.
- Ability to operate standard office equipment and pertinent computer software.
- Strong record-keeping and documentation skills.

Knowledge

- Advanced understanding of psychology and educational principles.
- Familiarity with pertinent codes, policies, regulations, and laws.
- Ability to perform advanced math and interpret technical information.

Abilities

- Schedule and prioritize multiple activities, meetings, and events.

- Work flexibly with diverse individuals and groups.
- Analyze data and solve problems using defined processes.
- Communicate effectively with diverse groups and maintain confidentiality.
- Meet deadlines and manage schedules efficiently.
- Work as part of a team and handle detailed information/data.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as required. Impact the organization's services continually.

Work Environment

Physical activities include some lifting, carrying, pushing, and pulling, as well as stooping, kneeling, crouching, and crawling. Significant fine finger dexterity is required. Generally, the job requires 70% sitting, 15% walking, and 15% standing. Work is performed under conditions with exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field with increasing levels of responsibility is required.

Education

Master's degree in a job-related field.

Certificates and Licenses

Valid license and Educational Diagnostic Endorsement.

Continuing Education/Training

Maintains required certificates and/or licenses.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Exempt

Salary Grade

PJ

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.