

JOB TITLE: EDUCATIONAL DIAGNOSTICIAN

QUALIFICATIONS:

1. Master's Degree in Special Education or Counseling
2. Appropriate Missouri Certification
3. Pass a background check
4. Knowledge of the Special Education Process and laws

REPORTS TO: Director of Special Services

JOB GOAL: To ensure appropriate identification of students with disabilities.

PERFORMANCE RESPONSIBILITIES:

1. Displays competent knowledge of a variety of assessment procedures and instruments.
2. Effectively administers varied assessments and interprets test information, following standardized procedures.
3. Skillfully executes assessment processes and individual test instruments in a timely manner.
4. Develops rapport and relates appropriately and effectively with children under evaluation.
5. Demonstrates adequate knowledge of child and adolescent development.
6. Utilizes time effectively.
7. Manages and maintains records.
8. Prepares and submits complete, required reports on children in the special education process.
9. Analyzes assessment data carefully and writes descriptive diagnostic reports using district format
10. Maintains confidentiality and non-judgmental views of children and families served.
11. Attends all meetings assigned by Director of Special Services and Building Principal.
12. Assumes other responsibilities assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Educational Diagnostician)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Special Services)