



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Educational Diagnostician	Exemption Status:	Exempt
Reports to:	Special Services Director	Pay Grade:	04
Works with:	Student/Parents/Teachers Campus Administrators, Sp. Ed. Staff	Days:	187
Dept. /School:	Special Services Department	Date Revised:	04/28/2020

Primary Purpose:

Implementation of diagnostic services of students with special needs in the district within the Framework of the philosophy established by SBCISD Board Policy, consistent with statutes and standards of regulatory agencies, and in accordance with regulations and procedures.

Prerequisites:

- Master's Degree;
- Valid Texas Teaching Certificate; and
- Valid Texas Education Diagnostician Certificate.

Special Knowledge/Skills:

- Knowledge of diagnostic/assessment procedures
- Instructional strategies/techniques of special education
- Human growth and development of students
- Knowledge of learning theories and practices
- Ability to interpret data
- Excellent organizational skills

Major Responsibilities and Duties:

1. Receive student referrals and implement the evaluation/assessment process.
2. Comply with policies established by federal and state law; State Board of Education rules, local school board policy in areas of evaluation, placement, and planning for special education services.
3. Manage caseload and assignments so as to meet compliance timelines for evaluations, ARD/IEP committee meetings, and services to students.
4. Collect and organize relevant assessment data from student's cumulative folder, classroom teacher(s), campus administrator(s), parents, and outside resource personnel.
5. Conduct classroom observation and personal interviews as appropriate.

6. Participate in the IEP (Individual Education Program) Meeting/ARDC (Admission, Review, Dismissal Committee) regarding the interpretation of assessment/evaluation data and development of IEP for students who meet special education eligibility according to District procedures.
7. Provide staff development training in assigned schools to assist school personnel in the identification and understanding of students with special needs/disabilities.
8. Assist classroom teachers with the implementation of the IEP by providing best practices and strategies.
9. Consult with parents concerning educational needs of students with special needs/disabilities.
10. Compile, maintain, and file all reports and other documents as required.
11. Maintain and monitor PEIMS data as per assigned campus(es).
12. Demonstrate a positive role model for students that support the mission of the district.
13. Develop and maintain effective individual and group relationships with students, parents, professional colleagues, and district administrators/staff.
14. Maintain a positive and effective relationship with supervisor/administrators.
15. Comply with all district and campus routines and guidelines.
16. Assess and respond to needs related to job responsibilities.
17. Develop and coordinate a continuing evaluation of the assessment program and implement changes based on the findings/legal framework updates.
18. Assist in the selection of education assessment materials and equipment needed to evaluate/diagnose.
19. Consult with parents, teachers, administrators, and other relevant personnel to enhance their work with special needs/disabled students.
20. Continue development of professional skills appropriate to job assignment.
21. Demonstrate behavior that is professional, ethical, and responsible.
22. Articulate the district's mission and goals, in the area of special education services, to community and solicit its support in realizing the mission.
23. Demonstrate awareness of school/community needs; initiate activities to meet those needs.
24. Demonstrate the use of appropriate and effective techniques/strategies for community and parental involvement.
25. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____