



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Diagnostician

Exemption Status/Test: Exempt/Professional

Reports to: Director of Special Programs

Pay Grade/Days: AP03/200 days

Dept./School: Special Education

Date Revised: July 2025

PRIMARY PURPOSE:

Assess the educational, learning styles, and program needs of students referred to special education services. Work cooperatively with instructional personnel to provide the most appropriate instructional programs for students with disabilities.

QUALIFICATIONS:

Education/Certification:

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

Knowledge/Skills/Abilities:

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

Experience:

Two years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Assessment

1. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
2. Compile and evaluate comprehensive student information including classroom observations; personal interviews with the student, teachers(s), parents and others; and relevant assessment data from the student's cumulative folder. Consult with parents and teachers concerning the educational needs of students and interpretation of assessment data.
3. 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

4. Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.
5. Assist classroom teachers with implementation of IEP.



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Program Management

6. Participate in the selection of assessment materials and equipment.
7. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
8. Compile, maintain, and file reports, records, and other documents required.
9. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.

Other

10. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, personal computer, shop and safety equipment; hand tools; power tools; district truck, trailer or van

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; may require districtwide travel

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____