BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.