

**Roswell Independent School District
Job Description**

Job Title: EDUCATIONAL DIAGNOSTICIAN

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:

Under direction of Assistant Superintendent for Special Services, provide comprehensive individual diagnostic evaluation to determine individual student need in compliance with state and federal regulations.

Essential Diagnostic Duties and Responsibilities:

1. Conduct evaluations and re-evaluations.
2. Prepare diagnostic reports to include summary of pertinent pre-diagnostic information, summary of tests administered and results, student strengths and weaknesses and suggested areas of appropriate intervention.
3. Manage resources, i.e. inventory of supplies, materials and equipment.
4. Attend Individual Educational Plan (IEP) meetings and in-service training.
5. Communicate with parents and staff; provide assistance and support for students in a variety of educational settings including consulting with SAT/RTI facilitator.
6. Maintain information relative to educational assessments, state and federal regulations and district requirements and competency level relative to diagnostic procedures.
7. Collaborate with other professionals as appropriate.
8. Promote an environment/climate conducive to productive performance.
9. Communicate accurately and effectively.
10. Use supervision, staff development, and performance evaluation to improve the program of the district.
11. Comply with all School Board policies and administrative regulations.
12. Complete all necessary paperwork.
13. Administer appropriate test and interpret the results of each instrument administered.
14. Knowledgeable about New Mexico State standard for special education/use of Team Manual.
15. Explains program levels, services available for the student and makes recommendations that will help the student reach his learning potential.
16. Be available to meet with parent, staff or administration.
17. Attend workshops and in-service, to stay abreast of changes in standards, assessment strategies, and research findings, when offered.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7.25 hours per day.
21. Work independently with very little supervision.
22. Other tasks as may be deemed appropriate and necessary by the immediate supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Must hold a current NM Public Education license for Educational Diagnostician.
2. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

EDUCATIONAL DIAGNOSTICIAN (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date