

**Priority Charter Schools  
JOB DESCRIPTION**

**Job Title:** Diagnostician

**Wage/Hour Status:** Exempt/Contract

**Reports To:** Director of Special Programs

**Days:** 207

**Dept./School:** Administration Bldg

**Date Revised:** September 2023

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**Primary Purpose:**

Implement the special education appraisal process. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

**Qualifications:**

**Education/Certification:**

Master's degree

Valid Texas teaching certificate

Valid Texas educational diagnostician certificate

**Special Knowledge/Skills:**

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories

Excellent organizational, communication, and interpersonal skills

**Experience:**

Three years of teaching experience

**Major Responsibilities and Duties:**

1. Receive student referrals and implement the evaluation process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.
3. Collect and organize relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource people.
4. Conduct classroom observation and personal interviews to collect data for assessment.

5. 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.
6. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
7. Consult with parents concerning the educational needs of students and interpretation of assessment data.

Page 1 of 3

#### Diagnostician

8. Consult with parents, teachers, administrators, and other relevant individuals as needed to enhance their understanding of the FIE and the implications of the student's disability.
9. Develop and maintain effective individual and group relationships with students and parents.
10. Assist in the selection of assessment materials and equipment.
11. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the areas of assessment, placement, and planning for special education services.
14. Comply with all district and local campus routines and regulations.
15. Participate in professional development activities to improve skills related to job assignment.
16. Maintain a positive and effective relationship with supervisors.
17. Effectively communicate with colleagues, students, and parents.
18. Perform other duties related to Special Education as assigned.

#### **Working Conditions:**

##### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Page 2 of 3

Diagnostician

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

ID #

\_\_\_\_\_  
Employee

**Non Discrimination Statement**

Priority Charter Schols (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.