

Job Title: COORDINATOR, EDUCATIONAL DIAGNOSTICIAN
Reports to: Director of Special Education
Dept./School: Special Education
Wage/Hour Status: Exempt
Date Revised: July 19, 2021

Primary Purpose

Provide leadership and assist with the coordination of the district's special education evaluation staff. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate the special education evaluation process within the school district.

QUALIFICATIONS

Education/Certification:

Master's degree
Valid Texas teaching certificate with Special Education endorsement
Valid Texas Bilingual/ESL endorsement, preferred
Valid Texas Educational Diagnostician certificate

Special Knowledge/Skills:

Knowledge of procedures for evaluating achievement and intellectual functioning for educational purposes
Strong consultation skills for conferencing with student evaluation team members, teachers, parents, and campus administrators.
Ability to interpret data
Ability to support district-wide programs
Knowledge of Individuals with Disabilities Education Act, State Board of Education Rules, and the Commissioner's Rules
Effective time-management and organizational skills

Experience:

3 years public school experience as an educational diagnostician

MAJOR RESPONSIBILITIES AND DUTIES

1. Ensure that the district is meeting evaluation timelines by assigning overflow testing within the school district.
2. Review evaluation logs to ensure evaluation timelines are being met.
3. Assist other evaluation staff with difficult cases concerning student eligibility.
4. Attend regional trainings and disseminate pertinent information to evaluation staff.
5. Attend training on new or revised testing instruments and train district evaluation staff accordingly.
6. Review full and individual evaluations for consistency, readability, and appropriate interpretation.
7. Provide mentoring for new evaluation staff.
8. Evaluate requests for evaluations/protocols and coordinate ordering testing instruments as needed.
9. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and state guidelines.
10. Consult with evaluation staff, parents, coordinators and campus staff concerning the education needs of students and the interpretation of evaluation data.

11. Assist with compiling and submitting State Performance Plan Indicators and other data required by TEA.
12. Comply with federal and state law and local board policy in the area of evaluation and planning for special education services.
13. Comply with all district and local campus routines and regulations.
14. Effectively communicate with colleagues, students, and parents.
15. Demonstrate behavior that is professional, ethical, and responsible.
16. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.

Other

17. Perform other duties assigned by supervisor.
18. Maintain confidentiality of information.

Supervisory Responsibilities

Educational Diagnosticians

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factor

Maintain emotional control under stress. Regular district-wide travel to multiple work locations as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____