



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Diagnostician

**QUALIFICATIONS:**

- Master's Degree in education with certification in at least one area of special education or related area by the State Board of Education (i.e., psychology, counseling).
- School Psychological Examiner Certification
- Preferred but not required: Minimum of 3 years teaching experience in regular and/or special education classroom; Guidance Counselor certification; Certified School Psychologist.

**F.L.S.A.** Exempt

**REPORTS TO:** Director of Special Services

**JOB GOAL:**

A professional who assumes responsibility for the direction, coordination and supervision of the special education process in assigned buildings from screening through identification, IEP development and placement to ensure:

1. Appropriate identification and placement of students with disabilities.
2. District compliance with state and federal requirements for the implementation of the Individuals with Disabilities Education Act, IDEA.

**ESSENTIAL JOB FUNCTIONS:**

1. Implements procedures for referral, securing medical reports, psychological examinations and placements.
2. Coordinates the review and necessary action for transfer students.
3. Coordinates evaluation plans and assists with individual testing.
4. Implements procedures for evaluation, placement, assignment and re-evaluation of students with regard to the Special Education services program.
5. Compiles and finalizes all multi-disciplinary evaluation reports.

Diagnostician (continued)

6. Assists case manager with the maintenance of individual records of students receiving special services.
7. Coordinates and conducts referrals, evaluations and re-evaluations for preschoolers going to school age, severely handicapped and private school students, completes evaluation reports and may attend IEP conferences.
8. Responsible for monitoring and assisting to complete all three year re-evaluations and diagnostic summaries.
9. Serves as a resource for special needs issues on a building level.

**Other Job Functions:**

1. May coordinate and/or attend parent conferences to obtain or share necessary data, as appropriate.
2. Responsible for ordering, inventory and distribution of tests/test protocols.
3. Assists with provision of orientation and in-service training related to the Special Education process.
4. Keeps informed of legal requirements governing Special Education through weekly central office staff meetings, district in-service, state meetings and workshops as requested by Administration.
5. Performs such other tasks and assumes such other responsibilities as the Director of Special Services may assign from time to time.
6. Provides demographic information and individual student information as requested by Administration to complete determination of staff needs, Core Data, etc.