

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Educational Diagnostician*

QUALIFICATIONS: Master's Degree in Elementary Education, Secondary Education, Early Childhood or Child Development and a valid Louisiana certificate to teach in elementary or secondary schools with certification in two areas of special education, one of which shall be learning disabilities, or generic certification which specialization in one special education, six semester hours in diagnosis and remediation of reading problems, and twenty- one (21) hours in specific courses relating to assessment of students.

REPORTS TO: Special Education Supervisor

SUPERVISES: Assigned students

ACCOUNTABILITY: Performance evaluation annually

SALARY: 10 Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 10 - Month

JOB GOAL: To plan and implement a program which creates an environment where students can learn and develop optimally.

PERFORMANCE RESPONSIBILITIES:

- **DESIGN AND EVALUATION:** Assumes responsibilities for the design and evaluation of the assessment program.
 - ❖ Keeps informed of state and federal laws relating to the education and evaluation of the disabled.
 - ❖ Selects, administers, interprets, and applies both formal and informal evaluations in order to diagnose and assess specific areas of educational needs.
 - ❖ Identifies students who are potentially disabled (high priority) using diagnostic information.
 - ❖ Utilizes and develops informal assessment tools.
- **LEADERSHIP:** Assumes leadership in directing learning activities of students being assessed.
 - ❖ Monitors students' progress during the intervention phase.
 - ❖ Locates, develops, and uses appropriate educational materials for instructional programming in recommended educational settings.

- MANAGEMENT: Initiates practices designed to provide an adequate assessment program.
 - ❖ Manages administrative responsibilities required to ensure adequate assessment of each student's educational progress and needs.
 - ❖ Given behavior checklist and/or inventories, the Educational Diagnostician is able to formulate effective objectives and strategies.
 - ❖ Evaluates instructional strategies to determine their effectiveness in integrating students into the instructional program within the classroom.
 - ❖ Reports results of testing to parents, administrators and teachers.

- STUDENT SERVICES: Initiates practices designed to promote the success and well-being of students being assessed.
 - ❖ Specifies: (a) long-term objectives for learners in terms of behavior; (b) the conditions under which the behavior will be measured; (c) the standard or criterion level of performance desired
 - ❖ Follows an analysis of the task to be taught, determines the component skills (short-term objectives), and arranges these component skills in a logical sequence from least to most complex.
 - ❖ Identifies characteristics of the learner and the environment for which assessment information is of importance to the instructional program.

- SCHOOL / COMMUNITY RELATIONS: Initiates practices designed to provide for effective school/community relations.
 - ❖ Works cooperatively with parents, administrators and teacher in order to adequately assess the educational needs of those students referred.
 - ❖ Communicates with parents and others to ensure maximum educational benefits for students.
 - ❖ Engages in professional self-improvement in order to insure the respect and trust of others.
 - ❖ Demonstrates high ethical standards as characterized by the teaching profession when dealing with colleagues, students, and parents.
 - ❖ Works to achieve maximum understanding support of public education.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without

supervision.

- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date