

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION DIAGNOSTICIAN

Purpose Statement

The job of Special Education Diagnostician was established for the purpose/s of applying strategies and interventions to assist students in succeeding; assist with measuring and interpreting the adaptive, academic, social and emotional development of children; assists with district self monitoring and in service activities.

This job reports to Director of Special Education

Essential Functions

- Administers standardized and/or supplemental assessments for the purpose of measuring the adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities at home and/or classroom environment for the purpose of determining students' functional level and developing recommendations and/or placement.
- Assists other staff for the purpose of developing and applying student monitoring systems and designing academic and behavioral interventions.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.
- Assists all specialists (e.g. School Psychologists, Special education teachers, RTI² coordinators, behavior specialists, occupational and physical therapists, speech language pathologists, etc.) for the purpose of creating and delivering student supports.
- Compiles information from a variety of sources (e.g. administrators, teachers, nurse, parents, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive screening/ evaluation report in compliance with established guidelines.
- Consults with teachers, parents, and/or other outside personnel or professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with school staff to implement school wide program development and program evaluation (e.g. RTI, PBIS) for the purpose of ensuring effective programs to assist children who experience physical, mental, social and emotional difficulties.
- Consults with students, parents and guardians for the purpose of enhancing student success in school.
- Has strong understanding in Response to Intervention (RTI²) for the purpose of interpreting the data to intervene, offering interventions and eventually determining eligibility.
- Helps students for the purpose of creating smooth transitions to and from school and community learning environments.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Researches resources and methods (e.g. intervention, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Other duties as assigned by the Director of Special Education.

- Supports individualized student instruction for the purpose of ensuring the success of all students.
- Uses student information for the purpose of making sound data-based decisions to achieve student growth.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education Bachelor's degree or higher in Special Education

Required Testing

None specified

Certificates & Licenses

Valid Tennessee Teaching License
Driver's License/Evidence of Insurability

Continuing Educ./Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade