

# Educational Diagnostician

2025-2026 School Year

Anderson County SSA

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**Job Title:** Educational Diagnostician

**Reports to:** Katie Abbott, Director of Special Education

**Dept./School:** Anderson County SSA

## Primary Purpose:

Conduct educational assessments to determine student eligibility for special education services, support the development of Individualized Education Programs (IEPs), and collaborate with staff and parents to ensure appropriate educational planning for students with disabilities.

## Qualifications:

- Master's degree in education, special education, psychology, or related field
- Valid Texas Educational Diagnostician certification
- Knowledge of state and federal laws governing special education and assessment procedures
- Understanding of the educational needs of students with disabilities
- Ability to interpret assessment data and make recommendations for services
- Strong communication, collaboration, and interpersonal skills
- Proficiency in implementing policies and procedures related to special education eligibility and instruction
- Strong organizational and time-management skills
- Experience teaching students with disabilities and/or conducting educational assessments
- Experience developing and implementing IEPs (Instructional Education Plans) for students with disabilities
- Experience attending and participating in ARD committee meetings

## Responsibilities and Duties:

- Administer, score, and interpret formal and informal assessments to determine eligibility for special education services.
- Prepare written evaluation reports detailing student strengths, needs, and recommended services.
- Participate in multidisciplinary team meetings to review student evaluations and determine eligibility.
- Maintain compliance with state and federal timelines for initial evaluations and reevaluations.
- Assist in scheduling and conducting ARD/IEP meetings, ensuring compliance with legal and district requirements.
- Collaborate with ARD committee members to develop appropriate educational plans for students with disabilities.
- Ensure appropriate implementation of students' IEPs by working closely with teachers and support staff.
- Provide guidance on accommodations, modifications, and instructional strategies to support student learning.
- Monitor student progress and recommend changes to services when needed.

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- Provide training and support to teachers and staff regarding special education processes, instructional strategies, and compliance requirements.
- Assist in developing behavior intervention plans and instructional strategies to support student success.
- Support general and special education teachers in interpreting assessment results and implementing appropriate instructional interventions.
- Maintain accurate and confidential student records in accordance with federal, state, and district policies.
- Compile, maintain, and submit required reports related to student assessments and services.
- Stay informed about changes in laws, policies, and best practices related to special education assessment and eligibility.
- Follow district safety protocols and emergency procedures.
- Perform other duties as assigned by the Director of Special Education or campus administration.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** Occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Contract:** 10 Months, beginning the 2025-2026 School Year

**Salary:** Will be determined based on experience

**Please send resumes to Katie Abbott at [kabbott@acsec.net](mailto:kabbott@acsec.net)**

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