



EMPLOYEE NAME: _____

Revised: 8/89; 3/93; 11/94; 2/95; 2/96; 12/97, 10/12; 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Educational Diagnostician	JOB CODE: 479A
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 188
REPORTS TO: Supervisor, Special Education	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide quality diagnostic services for students with disabilities.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 3 years successful educational experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assesses student progress or performance.
3.	Plans appropriate assessment procedures.
4.	Administers, scores, and interprets assessment data and writes eligibility reports.
5.	Provides post-assessment information to parents, teachers, and special education supervisors.
6.	Acts as a resource for other staff members.
7.	Conducts professional learning for teachers on assessment, eligibility, and data collection procedures.
8.	Participates in IEP and eligibility meetings when needed.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____