

Educational Diagnostician

Job Title: Educational Diagnostician
Department: Instruction
Reports to: Director
Classification: Exempt
Category: Professional Staff

Summary

Educational Diagnosticians are responsible for providing direct instruction to students and maintaining an environment conducive to learning.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Administer educational evaluations and assist in determining eligibility for special education.
- Prepare written reports regarding educational evaluation in preparation for eligibility staffing.
- Consult with teachers in observing and referring students suspected of needing educational evaluations and special education services.
- Participate in staffings and/or conferences concerning individual students, as requested.
- Serve as a resource in the development of a balanced educational program.
- Assist in referrals of students to agencies and specialists in the community as appropriate.
- Provide in-service training to staff with regard to educational evaluations.
- Be available when necessary beyond normal working hours for parent/student conferences and for school-related business.
- Attend and participate in all required staff meetings.
- Assist in upholding and enforcing school rules, administrative regulations, and board policies.
- Assist in compliance monitoring.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Supervise students at all times.

Qualifications

Education: Master's Degree or higher in special education, guidance counselor, school psychological examiner, or school psychologist from a state approved four-year college/university.

Certification: Missouri certificate in one of the above-listed degree programs or Licensed Professional Counselor licensed by the Division of Professional Registration.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.

Complete forms, write reports and engage in written correspondence with parents.

Present information effectively and respond to questions.

Write clear and complete lesson plans.

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Computation

An individual who holds this position must have the ability to:
Work with mathematical concepts such as probability and statistical inference.
Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:
Solve a variety of problems in many different situations.
Interpret instructions presented in written, oral, diagram or schedule form.
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:
Identify needs and abilities of individual students and to adapt instructional methods accordingly.
Establish and maintain effective relationships with students, peers and parents.
Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:
Perform basic computer functions such as word processing and internet use.
Use district software for recording grades and finding student information.
Utilize smart boards, projectors and other instructional technology provided by the district.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position must have the ability to:
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
Move around the classroom.
Read handwritten or printed material.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.