

JOB DESCRIPTION

TITLE: Education Diagnostician

QUALIFICATIONS: Minimum requirements as stated in SDE Bulletin
746 revised

GOAL: To provide on-site educational assessment to children enrolled in the program and to provide recommendations for intervention services as a result of the educational assessment program

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory

a. Supervision received

1. Directly: Pupil Appraisal Coordinator
2. Indirectly: Superintendent and Principals

b. Supervision exercised

1. Directly: N/A
2. Indirectly: N/A

2. Organizational

a. Internal

1. Continuous contact with students, principals and teachers
2. Frequent contact with Supervisor of Special Education
3. Occasional contact with evaluation team

b. External

1. Continuous contact: N/A
2. Frequent contact with parents
3. Occasional contact with civic and academic organizations and other agencies

B. Functions

1. Planning

- a. Plan a program of self-improvement and professional growth
- b. Plan a program of assistance for instructional personnel
- c. Develop in-service training programs for school personnel
- d. Assist central office personnel in developing school curricula
- e. Assist principals in developing a plan to evaluate the instructional program
- f. Assist in developing diagnostic tools for individual student analysis
- g. Assess annual budgetary requirements for position for processing by the business department
- h. Make recommendations to Superintendent for policy changes

2. Implementation
 - a. Participate in professional growth activities
 - b. Assist teachers in planning, executing and evaluating instructional activities
 - c. Assist in the administration of in-service programs for school personnel
 - d. Assist in the implementation of the school curricula
 - e. Assist in the implementation of the evaluation program
 - f. Assist teachers in administering diagnostic tools for individual student analysis
 - g. Serve as a resource person for the school staff
 - h. Make recommendations for the improvement of the instructional program
 - i. Perform all other duties as required
3. Control
 - a. Prepare and submit observation reports of the instructional program
 - b. Monitor the instructional program
 - c. Schedule teacher conferences as needed
 - d. Conduct personnel evaluations upon request
 - e. Revise aforementioned procedures under the supervision of the Superintendent

Employee's Signature

Date