

**Richland Parish School Board
Job Description**

TITLE: Educational Diagnostician

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Requirements set forth in Bulletin 746 of the Louisiana Board of Elementary and Secondary Education and all other qualifications as required by the Superintendent

REPORTS TO: Pupil Appraisal Coordinator

JOB GOAL: To provide educational diagnostic services for students

TERMS OF EMPLOYMENT: 10 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Adhere to state and federal guidelines regarding student diagnosis and assessment.
2. Coordinate evaluations efficiently.
3. Demonstrate knowledge in field of expertise as it relates to Pupil Appraisal and act as the district contact person for assigned areas, as applicable (e.g., 504, Dyslexia).
4. Exhibit active participation in all assigned SBLC meetings and IEP staffing.
5. Use a wide range of instruments/techniques appropriate to each case.
6. Properly administer and score assessment instruments.
7. Interpret results of evaluation to teachers and parents.
8. Receive and respond to referrals for service.
9. Consult with other staff members as indicated by psychological/educational tests, interviews, and academic evaluations.
10. Relate and interact within the schools in a fair and positive manner.
11. Communicate regularly with school personnel.
12. Obtain, integrate, and interpret information about child behavior and conditions related to learning.
13. Serve as district-level coordinator of special projects, e.g., 504, Dyslexia, Student Well-Being, as assigned annually by supervisor including but not limited to the following tasks:
 - a. Ensure federal and state requirements are in place
 - b. Ensure appropriate interventions and supports for students are available.
 - c. Oversees relevant data systems used to track and monitor student data, screenings, and services.
 - d. Track and monitor all students with services in assigned area (e.g., 504, Dyslexia) and ensure their accommodation and service needs are met; collaborates with Assistive Technology as needed.

- e. Ensure LPSB is compliant with state mandates surrounding screening, evaluation, and support of students by collaborating with Pupil Appraisal, Special Education, and Student Services Coordinators.
- f. Meet with and train all school-level contacts to ensure they understand what supports should be in place for students in identified areas of need.
- g. Participate in additional training to stay up to date on the latest legislation and trends in area of assigned responsibilities.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or

sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____