

EDUCATIONAL DIAGNOSTICIAN (Exceptional Student Education, Compliance)
REPORTS TO: ESE Specialist
SUPERVISES: Not Applicable
QUALIFICATIONS: Master's degree from an accredited college or university. State certification in Exceptional Student Education with three years professional experience. Demonstrated ability in and knowledge of effective oral and written communication skills, group presentation skills, classroom activities, instructional strategies and strategic planning as they pertain to ESE programs. Knowledge of assessment / diagnostic techniques and technology skills is required.
MAJOR FUNCTION
The Educational Diagnostician (ESE, Compliance) acts as a resource to the school-based ESE Department regarding ESE rules, regulations, compliance requirements, program needs, school responsibilities, discipline concerns, parent requests and behavioral interventions.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Serves as members of IDEA teams. • Serves as a resource to school staff in the provision of a free appropriate public education for all students with disabilities. • Demonstrates knowledge of service delivery models for all students with disabilities. • Demonstrates knowledge of appropriate accommodations for students with disabilities. • Demonstrates knowledge of the ESE Handbook procedures. • Provides guidance to school staff. • Reviews individual student folders as needed. • Pursues own professional development related to job responsibilities. • Conducts Eligibility Determination, IEP and Service Plan meetings. • Conducts Gifted Eligibility Determination and Gifted Educational Plan meetings. • Completes Matrix of Services for individual students as required. • Demonstrates meeting facilitation skills • Explains and models Procedural Safeguards for school staff and parents. • Assists parents and school personnel with problem-solving. • Demonstrates knowledge of conflict resolution options. • Demonstrates knowledge of Student Information System, including ESE information and master scheduling. • Assists schools in monitoring the accuracy of all data reported in the Student Information System. • Assists schools in preparation for FTE survey weeks. • Demonstrates knowledge of all applicable laws and rules: IDEA, Florida State Board Rule, School Board policy, Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students. • Monitors the accuracy of IEPs and matrices completed by school staff. • Assists in monitoring schools' progress toward the state. • Completes verification form and communicate student information obtained to compliance diagnosticians. May assist in development of draft IEPs for transfer students. • Requests out-of-state records and forward to compliance diagnosticians when received. • Maintains database on all transfer and private school students. • Provides professional development for private school staff and parents. • Conducts individual student evaluations/reevaluations for private school students. • Performs other related duties as assigned.

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/00 PBL; FORMAT REVISED: 9/04 LMCK; REVISED WV: 2/17/06 LMCK; REVISED MF, D&R, & PREFERRED 8-18-08 LMCK; REVISED: FORMAT, JOB TITLE, REPORTS TO, SUPERVISES, MQs, MFs, ERs; 2/23/22 LM; BOARD APPROVED: 3/22/22

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Educational Diagnostician (Exceptional Student Education, Compliance) - Instructional