



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

03/22/2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The Human Resource department requests Board approval for a revision to the existing job description entitled "Educational Diagnostician".

**APPLICABLE BOARD POLICY:**

03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

As part of the Human Resource department's ongoing effort to update and revise existing job descriptions, it has become necessary to revise the Educational Diagnostician job description to clarify the "Terms of Employment" to reflect a 187-day schedule paid on the 187-day certified salary schedule. The current language of the job description does not make it clear how many days the position of Educational Diagnostician will work during the school year.

**FISCAL/BUDGETARY IMPACT:**

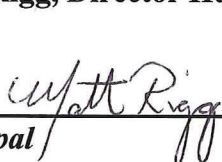
No fiscal/budgetary impact as a result of this revision since the position is currently defined as a 187-day position..

**RECOMMENDATION:**

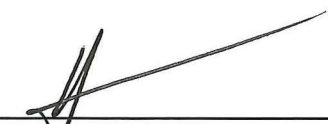
It is recommended the Kenton County Board of Education approve the revision to the job description for the position of "Educational Diagnostician".

**CONTACT PERSON:**

Matt Rigg, Director Human Resources

  
Principal

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jesica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County Schools  
Job Description DRAFT: ~~E11-280h~~ (Job Class Code TBD)

TITLE: Educational Diagnostician

QUALIFICATIONS:

1. Master's degree required in education, psychology or related field
2. Certification/licensure as appropriate
3. Experience with Special Education and/or Early Childhood preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent, Executive Director or Designee

JOB GOAL:

To enable students to derive the fullest possible educational experience from school by providing support and education to teachers, parents, and administrators for students in the school programs and to those with potential educational disabilities.

PERFORMANCE RESPONSIBILITIES:

1. Serve as a member of the multidisciplinary and RTI teams.
2. Provide data and evidence based information to teachers, counselors and administrators for educational planning purposes.
3. Consult with parents, faculty, staff, administrators, and others to enhance their work with students.
4. Suggest and help implement strategies and interventions for students with developmental delays and/or educational needs.
5. Interpret relevant information concerning the developmental needs of students.
6. Participate in the development of a comprehensive evaluation plan.
7. Explain and discuss purposes of assessment, procedural safeguards, due process rules and regulations, and other information for parents, staff and administrators.
8. Follow all district special education policies and procedures, including timelines for educational evaluations.
9. Complete relevant components of evaluation as specified in an evaluation plan, using appropriate assessment tools and provide integrated reports of findings.
10. Work with teachers and other support personnel to provide educational support for students in school programs.
11. Research and advise regarding strategies and interventions for students with developmental delays.
12. Conduct required First Steps evaluations during the summer months as assigned.
13. Work with teachers and administrators relevant to behavior management to promote and support appropriate intervention strategies, including PBIS and RTI
14. Attends staff and other meetings as scheduled and required.
15. Performs other such tasks as may be assigned

TERMS OF EMPLOYMENT:

~~Salary and work year to be established by the Certified Salary Schedule as approved by the Board of Education.~~

- 187 days
- Salary: 187 Day Certified Salary Schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Certified Personnel.

Kenton County Schools  
Job Description DRAFT: ~~E11.2801~~ (Job Class Code TBD)

DATE APPROVED: 08/20/01  
DATE REVISED: 12/17/15, 02/01/2016