

Mercer County Schools JOB DESCRIPTION	
Job Title: Special Education Diagnostician	Reports to: Director of Special Education
Job Class Code: 0000	Work Schedule: 195 days
Pay Scale: See Current Salary Schedule	Approval Date: 00/00/0000
PERFORMANCE RESPONSIBILITIES	
<p>BASIC FUNCTION: Coordinating and conducting student observations, assessments, and evaluations for special education services; implementing and maintaining services within established guidelines and standards.</p> <p>REPRESENTATIVE DUTIES:</p> <ul style="list-style-type: none"> • Administers, scores, interprets, and reports individual educational assessments, observes the behavior of students, and integrates these findings with other assessment data to assist in program options and placements. • Collects and prepares initial and tri-annual evaluation data as determined by Board policy and procedures. • Reviews and recommends to district administration the appropriate testing materials necessary to meet the needs of the district's student population. • Coordinates and assists in the provision of a program of assessment for special education students in an efficient and economical manner to ensure that appropriate referral and assessment procedures are followed. • Attends meetings/training in needed areas. • Uses technology to enhance productivity and professional growth; accesses and manipulates data; communicates and collaborates with colleagues, staff, and community; conducts research/solves problems. • Works with teachers, principals, and central office administration in problem prevention and resolution. • Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent. 	
MINIMUM QUALIFICATIONS	
Master's Degree in Special Education, Valid KY Teaching Certificate in Special Education, five years of experience as a Special Education Teacher.	
IMPORTANT NOTES	
<p><i>Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.</i></p>	

THREE TOTAL POSITIONS; MAY BE FILLED BY A SCHOOL PSYCHOLOGIST AND/OR AN EDUCATIONAL DIAGNOSTICIAN