

Mercer County Schools

JOB DESCRIPTION

Job Title: Educational Diagnostician:Level II Reports to: Director of Special Education
Job Class Code: 0000 Work Schedule: 195 days
Pay Scale: See Current Salary Schedule Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Coordinate and conduct student observations, assessments, and evaluations for special education services; implement and maintain services within established guidelines and standards.

REPRESENTATIVE DUTIES:

- 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 evaluation and reevaluation data as determined by state and federal regulations, and board policy and procedures.
- Interpret evaluation results and complete a written integrated, multidisciplinary report of findings, including eligibility components, educational implications, recommendations, classroom/instructional modifications and accommodations, for students referred for specialized instruction and related services.
- Participate in Admissions and Release Committee meetings, as requested, to assist in the referral, evaluation, or re-evaluation process and provide guidance in determining eligibility for special education and related services
- Attends meetings/training in needed areas.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE OF: IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

Master’s Degree in Special Education; Valid KY Teaching Certificate in Special Education; minimum five years experience as a Special Education Teacher

IMPORTANT NOTES

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.