DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Diagnostician – Special Education**	**Wage/Hour Status:**	Exempt
Reports to:	Director of Special Education	**Pay Grade:**	AP-3
Dept. /School:	Special Education	**Date Revised:**	06/12/2025

This position is hybrid, requiring both in-office and remote work. The specific days and hours for in-office attendance will be determined based on departmental needs and team collaboration requirements.

Primary Purpose:

Assess the educational, learning styles, and program needs of students referred to special education services. Work cooperatively with instructional personnel to provide the most appropriate instructional programs for students with disabilities.

Qualifications:

Education/Certification:

Master's degree in educational assessment

Valid Texas teaching certificate

Valid Texas educational diagnostician certificate

Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories

Ability to interpret data

Excellent organizational, communication, and interpersonal skills

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.

2. Compile and evaluate comprehensive student information including classroom observations; personal interviews with the student, teachers(s), parents and others; and relevant assessment data from student's cumulative folder. Consult with parents and teachers concerning the educational needs of students and interpretation of assessment data.

3. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

Consultation

4. Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.

5. Assist classroom teachers with implementation of IEP.

6. Complete and update IEP goals and progress monitoring documentation.

7. Write evaluations reports, amendments, and other required documents.

8. Prepare for upcoming ARD/IEP meetings by reviewing data and reports.

9. Collaborate with case managers and special education teams via email or virtual meetings.

Program Management

10. Participate in the selection of assessment materials and equipment.

11. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.

12. Compile, maintain, and file reports, records, and other documents required.

13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.

Professional Development & Training

14. Engage in online professional development (webinars, trainings, or research-based readings)

15. Review updates in district, state, or federal special education policies

16. Document professional learning for district compliance

Other

17. Follow district safety protocols and emergency procedures.

18. Complete any additional administrative tasks assigned by campus or district leadership

19. Support district-wide initiatives and programs as needed.

1.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; may require districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____