INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Diagnostician **Exemption Status/Test: Exempt/Professional**

Reports to: Assistant Exec. Director of Special Education - Assessment

Date Revised: 06/2026 **Dept./School: Special Education**

Primary Purpose:

Assess the educational, developmental, and programmatic needs of students referred for special education evaluation. Conduct comprehensive evaluations, interpret assessment data, and provide recommendations regarding eligibility and educational programming. Collaborate with campus personnel, parents, and multidisciplinary teams to ensure high-quality evaluations, compliance with state and federal requirements, and improved student outcomes.

Qualifications:

1. Education/Certification:
2. Master's degree in educational assessment
3. Valid Texas teaching certificate
4. Valid Texas educational diagnostician certificate

Special Knowledge/Skills:

1. Knowledge of diagnostic procedures, education of special education students, human development, and learning theories
2. Ability to interpret data
3. Excellent organizational, communication, and interpersonal skills
4. Bilingual is preferred but not required
    a. Must have current bilingual teaching certification OR
    b. Must be able to pass a reading and speaking interview with bi-lingual personnel OR
    c. Demonstrate mastery of Spanish language

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Conduct comprehensive initial evaluations and reevaluations.
2. Select, administer, score, and interpret formal and informal assessments.
3. Prepare compliant, high-quality FIIEs and reevaluation reports.
4. Analyze academic, behavioral, developmental, adaptive, and functional data.
5. Complete evaluations within all required state and federal timelines.
6. Monitor SPP 11 timelines and assigned evaluation caseloads.
7. Participate in evaluation quality assurance reviews and compliance monitoring.
8. Utilize district-approved technology and AI-assisted documentation tools when appropriate.
9. If bi-lingual in Spanish, must be able to conduct an evaluation in Spanish
    a. Interpret test scores
    b. Demonstrate an understanding of English language learners and English language proficiency
    c. Understand the tests used in evaluating in another language

Consultation and Collaboration

1. Collaborate with teachers, administrators, parents, and related service providers.
2. Explain assessment findings and educational implications.
3. Support Child Find and referral processes.
4. Assist campuses with special education paperwork and compliance documentation as needed.
5. Participate in Assessment Review Committee (ART) processes and evaluation consultations.
6. Provide training and support regarding disabilities, assessment practices, and eligibility requirements.

Program Management and Compliance

1. Maintain accurate records and documentation.
2. Ensure compliance with IDEA, TEA regulations, district procedures, and local policies.
3. Notify appropriate district personnel of signed consents and evaluation status updates within established timelines.
4. Assist with audits, corrective actions, compliance reviews, and monitoring activities.

5. Support district initiatives focused on evaluation quality, compliance, efficiency, and student outcomes.
6. Participate in professional learning and maintain certification requirements.

Additional Duties

Perform other duties as assigned by the Assistant Executive Director of Special Education – Assessment.

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