



EDUCATIONAL DIAGNOSTICIAN – ASSESSMENT AND SUPPORT SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Special Education

ESSENTIAL FUNCTIONS:

1. Work with the designated assessment team to complete a case study, including assessments that identify students' eligibility for special education services and levels of skill development.
2. Coordinate the writing of the students' instructional plans/outcomes.
3. Select and/or develop diagnostic teaching materials and skill assessment instruments.
4. Participate in approval of program placement and the instructional plans developed for each student.
5. Assist team in working with parents.
6. Act as chairperson of IFSP/IEP Team meetings when appropriate or requested.
7. Obtain permission for appropriate diagnostic testing when appropriate or requested.
8. Provide consultant services, resource information and material regarding individuals with exceptional needs.
9. Perform other duties related to position.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to express oneself effectively in public, in conferences and in written materials.
2. Ability to work harmoniously and effectively with parents and staff.
3. Willingness to follow the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Appropriate background with which to establish a good foundation for working with pupils, teachers and school administrators.
2. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's degree preferred.
2. Special Education credential(s)/or Service Credential.

B. Experience:

1. At least three years of successful classroom teaching experience in one of the four major special education classification areas.
2. Experience with a variety of diagnostic educational assessment instruments.
3. Successful regular classroom teaching experience desirable.

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