



EMPLOYEE NAME: _____

Revised: 2/96, 12/97, 11/98, 4/01, 7/07, 10/12; 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Preschool Educational Diagnostician	JOB CODE: 479B or 479Z
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher Salary Schedule
DEPARTMENT: Special Education	WORK DAYS: 188 or 218
REPORTS TO: Supervisor, Special Student Services	PAY GRADE: CIT 4, 5, 6 or 7
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide quality diagnostic services for preschool students.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid GA Teaching Certificate
3.	Experience: 3 years successful educational experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates team assessments.
3.	Plans, administers, scores, and interprets appropriate assessment measures.
4.	Provides post-assessment information to parents and school staff.
5.	Prepares eligibility reports.
6.	Participates in the IEP process for selected students.
7.	Acts as a resource person for other preschool special education staff.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____