



EMPLOYEE NAME: _____

Revised: 8/89; 3/93; 11/94; 2/95; 2/96; 12/97, 10/12; 6/15; 6/18;8/24

JOB DESCRIPTION

POSITION TITLE: Educational Diagnostician	JOB CODE: 479A
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 188
REPORTS TO: Supervisor, Special Education	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide quality diagnostic services for students with disabilities.	
REVISION DATE(S): 8/24	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia 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.	Participates in required monthly meetings for assigned schools.
3.	Prepares eligibility reports.
4.	As needed, teams with other specialized Diagnosticians to complete comprehensive eligibility reports.
5.	Fosters teamwork and supports identified Professional Development.
6.	Acts as a resource for special education teachers and SSAs.
7.	Supports professional learning for teachers on assessment, eligibility, and data collection, when needed.
8.	Participates in eligibility meetings per departmental guidelines.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____