



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments for 2-to 5-year-old children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Conducts individual and team assessments for 2-to 5-year-old children suspected of needing special education

Conducts screenings and behavior observations for 2-to 5-year-old children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Conducts in-service activities for school personnel, District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Kentucky Certification with elementary endorsement

Certification endorsed in some area of special education or related field

Three (3) years of successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Experience with administering educational assessments

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with administering educational assessments
Experience in a diverse workplace

Footnote
Flexible calendar - July 1-June 30; This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.