



REVISED: Submitted:
07/01/2025 05/13/2025

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Three (3) years of successful experience as a teacher
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

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