

Professional Staff Position (Job Description)

Title:	Special Education Diagnostician Personnel
Qualifications:	An individual assigned to this position must have a Master's Degree from an accredited institution and hold a valid Wyoming certificate with an endorsement as one or more of the following: psychological technician, educational diagnostician or school psychologist.
Reports To:	Special Education Director and Building Principals
Job Goals:	To provide assistance to the students and district personnel in making appropriate program placement for students with special problems in the academic setting.
Terms of Employment:	A nine-month contract with the provision that if services are needed outside the usual school year and if agreeable to both parties, the employee may be asked to work and will receive compensatory days off and shall be placed on the teacher's salary schedule. Working conditions and fringe benefits will be determined by the Board.

Performance Responsibilities:

1. Functions as a member of the educational team with primary emphasis on maximizing student achievement for special education students.
2. Helps identify within the school all types of exceptional children.
3. Serves as case manager for all new referrals and for triennial evaluations.
4. Interprets the special education program to parents.
5. Works as a member of multi-disciplinary assessment teams.
6. Writes or causes to be written the Written Assessment Team Report.
7. Participates in CST/IEP meetings as is appropriate.
8. Interprets test results to parents and staff.
9. Consults with teachers and principals regarding the educational needs of special education students, special education procedures and rules and regulations.
10. Assumes the responsibility for special education records when assigned as case manager.
11. Gathers data for SEEDS and reviews records as assigned.
12. Recommends to the Director of Special Education referrals to out of district agencies based on identified student needs.
13. Cooperates with all district personnel to continuously evaluate special education services.
14. Keeps abreast of new developments in the field.
15. With the expressed written consent of the Director of Special Education, a person endorsed as psychologist may provide direct services treating handicapped students with learning, developmental, behavioral or emotional problems.
16. Perform other duties as assigned by the Director of Special Education.

Adopted: November 16, 1989