

**EDUCATIONAL DIAGNOSTICIAN**  
**(Exceptional Student Education)**

**MAJOR FUNCTION:**

ESE Educational Diagnosticians specialize in one of four areas: compliance, compliance for transferring and private school students, academic intervention, or behavioral supports and interventions.

**DUTIES AND RESPONSIBILITIES:**

**All ESE Diagnosticians:**

- Serve as members of IDEA teams
- Serve as a resource to school staff in the provision of a free appropriate public education for all students with disabilities
- Demonstrate knowledge of service delivery models for all students with disabilities
- Demonstrate knowledge of appropriate accommodations for students with disabilities
- Demonstrate thorough knowledge of the ESE Handbook procedures
- Are skillful in providing coaching and mentoring to school staff
- Review individual student folders as needed
- Collect and submit data on services provided to students and schools
- Pursue own professional development related to job responsibilities
- Performs other related duties as required

**ESE Compliance Diagnosticians:**

- Conduct Eligibility Determination, IEP, and Service Plan meetings
- May conduct Gifted Eligibility Determination and Gifted Educational Plan meetings
- Complete Matrix of Services for individual students as required
- Demonstrate meeting facilitation skills
- Explain and model Procedural Safeguards for school staff and parents
- Assist parents and school personnel with problem solving
- Demonstrate knowledge of conflict resolution options
- Demonstrate thorough knowledge of Student Information System, including ESE information and master scheduling
- Assist schools in monitoring the accuracy of all data reported in the Student Information System
- Assist schools in preparation for FTE survey weeks
- Demonstrate knowledge of all applicable laws and rules: IDEA, Florida State Board Rule, School Board policy, Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students
- Monitor the accuracy of IEPs and matrices completed by school staff
- Assist in monitoring schools' progress toward the State Performance Plan Indicators and completing specific Systemic Correction Action Plan protocols and activities
- Demonstrate knowledge of Access Points for Sunshine State Standards for students pursuing a special diploma
- Provide professional development for school staff in all compliance related activities

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### **DUTIES AND RESPONSIBILITIES (Continued):**

#### **ESE Compliance Diagnosticians for transferring and private school students:**

- Interview parents and sending schools to determine transfer students' ESE eligibility and the special education and related services they were previously receiving
- Assign service delivery codes to transfer students
- Complete verification form and communicate student information obtained to compliance diagnosticians. May assist in development of draft IEPs for transfer students
- Request out of state records and forward to compliance diagnosticians when received
- Monitor schools' progress on completing needed evaluations on transfer students and communicate regularly with compliance diagnosticians and school personnel
- Maintain database on all transfer students
- For students attending private schools, communicate with parents, private school personnel and public school personnel regarding referrals, evaluations, reevaluations, and services available and services provided
- Provide professional development for private school staff and parents
- Maintain database on all private school students
- May conduct individual student evaluations/reevaluations for private school students

#### **ESE Academic Diagnosticians:**

- Demonstrate working knowledge of current curriculum and differentiated instruction
- Demonstrate thorough knowledge of research based interventions and selection of appropriate interventions to address student deficits
- May conduct classroom observations to assist in supporting teachers in student assessment, progress monitoring, and intervention integrity
- Assist ESE teachers and school staff with progress monitoring process, including administering, displaying data in graphic formats, interpreting data, and recommending changes in types or intensity of interventions
- Provide professional development related to curriculum, instructional strategies, assessment, progress monitoring, and data driven decision making
- Demonstrate knowledge of Access Points for Sunshine State Standards and alternate assessment for students pursuing a special diploma
- Assist schools in monitoring the Adequate Yearly Progress of students with disabilities and implementing plans to improve students' performance

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### **DUTIES AND RESPONSIBILITIES (Continued):**

#### **Behavior Diagnosticians:**

- Assist School-Based Intervention Teams in addressing students' behavioral concerns
- Assist school teams in identifying students in need of tier 2 and 3 interventions
- Demonstrate thorough knowledge of research based interventions and selection of appropriate interventions to address student deficits
- Demonstrate skill in identifying the function of a behavior and participating in problem solving
- May conduct classroom observations to assist in supporting teachers in student assessment, progress monitoring, and intervention integrity
- Assist ESE teachers and school staff with progress monitoring process, including data collection, displaying data in graphic formats, interpreting data, and recommending changes in types or intensity of interventions
- Provide professional development related to social skills instruction, behavioral interventions, and the relationship between behavior and academics
- May model social skills instruction for school staff
- Demonstrate FBA meeting facilitation skills
- Demonstrate knowledge of behavior intervention programs: CPI Level 1 and 2, Positive Behavior Support, CHAMPS/Foundations, Tough Kids, etc
- Maintain centralized database of CPI incident records

### **MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university. Florida education certificate and certified in an ESE field with three years professional experience. Demonstrated ability in and knowledge of effective oral and written communication skills, group presentation skills, classroom activities, instructional strategies, and strategic planning as they pertain to ESE programs. Knowledge of assessment / diagnostic techniques and technology skills is required.

### **PREFERRED:**

**Academic Diagnosticians:** Reading endorsement or willingness to obtain reading endorsement.

**Behavior Diagnosticians:** Certification as a Non-Violent Crisis Intervention (CPI) trainer; CHAMPS/Foundations trainer; or willingness to become a trainer.

ISSUED: 6/00 PBL; FORMAT REVISED: 9/04 LMCK; REVISED WV: 2/17/06 LMCK; REVISED MF, D&R, & PREFERRED 8-18-08 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				