

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PSCB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Adult Education Diagnostician)

MAJOR FUNCTION:

The adult education diagnostician determines students' eligibility for General Educational Development (GED) Testing and instructional accommodations. Responsibilities of the diagnostician include interpretation of diagnostic results, provision of evaluations, writing of accommodation applications, coordination with students and school personnel and follow-up with State GED office. This position reports to the Supervisor of Adult and Community Education.

DUTIES AND RESPONSIBILITIES:

- Interviews self-identified students with disabilities for information concerning student's development, family and health history and school background for testing accommodation purposes.
- Administers diagnostic tests to students involving standardized and informal tests to measure developmental levels, and measures of strengths and weaknesses of learning modalities.
- Attends meetings with students and school personnel, and assists in the development of the application for GED testing accommodations, including procurement of old school records.
- Participates with agencies such as Developmental Services, Vocational Rehabilitation and Blind Services, as necessary, to determine appropriate accommodations, modifications and/or support services for students.
- Keeps abreast of new techniques of diagnosis and diagnostic procedures through attending workshops and conferences, completing approved component courses and membership in professional organizations.
- Prepares monthly reports containing statistics on students tested and services rendered.
- Participates as a contributing member in all Pinellas Adult and Community Education (PACE) team and central staff functions.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Master's degree in education with certification in exceptional student education and possession of, or eligible for a Florida teaching certificate. Demonstrated knowledge of diagnostic instruments and state procedures for determining eligibility for GED testing accommodations. Three (3) years successful adult general education teaching or counseling experience.

PREFERRED:

Specific Learning Disabled (SLD) or Varying Exceptionalities (VE) certification and experience as a GED examiner.

ISSUED: 8/05 LMCK

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

TEACHER ON SPECIAL ASSIGNMENT (Adult Education Diagnostician)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Teacher on Special Assignment (Adult Education Diagnostician) - INS