Educational Diagnostician - Early Childhood

Purpose Statement
The job of Educational Diagnostician - Early Childhood is done for the purpose/s of conducting the student testing and evaluation program at the pre-K level; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Principal - Early Childhood

Essential Functions
- Collaborates with other district personnel and students/parents (e.g. teachers, administrators, counselors, psychologists, etc.) for the purpose of developing effective IEPs.
- Conducts meetings, workshops, training, and seminars for teachers and support staff for the purpose of conveying information for their professional development.
- Consistent interaction with students for the purpose of educating students.
- Observes students in their regular classroom for the purpose of providing additional data for IEP development.
- Participates in meetings with special education parents for the purpose of providing an opportunity to educate them on at-home methods.
- Performs tests for special education students who meet specific criteria for the purpose of providing data to develop student IEPs.
- Prepares a wide variety of written materials (e.g. reports, surveys, parental releases, etc.) for the purpose of documenting activities, providing written reference, and conveying/collecting information.
- Researches information on testing methods for the purpose of providing effective testing improvements and recommendations to address a variety of state and administrative requirements.
- Reviews the paperwork for special education students who transfer into the district for the purpose of completing any paperwork gaps that may exist.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: testing processes; state and district
policies; observation techniques; and special education categories.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Equivalency: Bachelor's Degree.

Required Testing
None Specified

Certificates and Licenses
Missouri State ECSE Teaching Certificate

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 12/7/2022 See Certificated Salary Schedule

Revised Date
12/9/2022

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.