

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Diagnostic Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate the process and procedures in the evaluation, eligibility, and placement of exceptional education students.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Knowledge of federal, state and local regulations which govern services to exceptional students.

Knowledge of current trends, best practices and research in exceptional student education.

Knowledge of curriculum and instructional strategy.

Ability to facilitate team decision making process.

Good organizational, written and verbal communication skills.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs complex arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Diagnostic Specialist

organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Diagnostic Specialist

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Bachelors degree.

Masters degree in related field, highly preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida Certification in any area of Exceptional Student Education, Guidance & Counseling or School Psychology.

A minimum of four years teaching experience in Exceptional Student Education, or two years teaching experience and two years as a school counselor or school psychologist.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of four years teaching experience in Exceptional Student Education, or two years teaching experience and two years as a school counselor or school psychologist.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Light Work: Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

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The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Exceptional Student Education

Supervises:

N/A

PAY GRADE: From: ILB01 To: ILOO03

Number of Months: 10 Number of Days: 196 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016