

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### DIAGNOSTICIAN – ESE PRE-K

#### QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution.
- (2) Eligible for Florida Teacher Certification in Early Childhood, ESE, School Psychology, Guidance or a related field.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine are necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Early childhood classroom teaching (general or ESE); student observation and screening skills; and strong interpersonal skills to assist in working with children, parents and professionals.

#### REPORTS TO:

Director I – Special Education

#### JOB GOAL

To assist with the evaluation of Pre-K ESE students to determine measured outcomes for the Pre-K ESE program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### **Service Delivery**

- \* (1) Successfully complete designated training.
- \* (2) Administer state determined instrument to ESE preschoolers in order to assist with program evaluation.
- \* (3) Collect appropriate data.
- \* (4) Prepare evaluation reports and maintain all appropriate records in a timely manner.
- \* (5) Collaborate with teachers to schedule students' evaluations.
- \* (6) Provide extensive evaluations and reports.
- \* (7) Make referrals to other district personnel as appropriate.

##### **Professional Responsibilities**

- \* (9) Model professional and ethical conduct at all times.

- \* (10) Perform all professional responsibilities in a timely manner.
- \* (11) Maintain confidentiality of student and other professional information.
- \* (12) Comply with policies, procedures and programs.
- \* (13) Support individual schools with district goals and priorities.
- \* (14) Perform other incidental tasks consistent with the goals and objectives of this position as assigned by director.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS F EMPLOYMENT:**

Flexibility of work hours as required.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**\*Essential Performance Responsibilities**

**Professional Salary Schedule – Pay Grade 5**

**Board Approve: February 19, 2008**