

Job Description

Job Title: Educational Diagnostician

Position Code:

Job Classification: Exempt

Supervisor: Supervisor of Referrals and Compliance

Pay Grade: 38

Contract Length: 220 Days

Job Summary

The Educational Diagnostician performs professional educational assessment and consultation services to support the identification and placement of students with disabilities. This position is responsible for conducting, interpreting, and reporting on educational assessments to assist in determining special education eligibility and programming needs. The Educational Diagnostician collaborates with school personnel, families, and interdisciplinary teams to develop and implement appropriate instructional and behavioral interventions that support student success.

Essential Duties

1. Administers and interprets standardized, norm-referenced, and curriculum-based educational assessments to evaluate student academic functioning and learning needs.
2. Conducts classroom observations to assess student performance in relation to peers.
3. Reviews student educational history, including records and prior assessments, to inform evaluation and decision-making.
4. Prepares comprehensive reports that synthesize assessment results and provide data-driven recommendations.
5. Serves as a contributing member of interdisciplinary teams, including special education, referral and eligibility, and student success /intervention meetings.
6. Consults with teachers, administrators, instructional staff, and families to provide insight into student learning needs, assessment results, and intervention strategies.
7. Provides professional development and in-service training to school personnel on special education processes, assessment tools, and effective instructional strategies.
8. Ensures compliance with federal, state, and local special education regulations and procedures related to student evaluation, eligibility, and placement.
9. Maintains accurate and confidential student records and documentation in accordance with legal and district requirements.
10. Engages in ongoing professional learning to stay current with best practices in educational assessment, special education law, and intervention strategies.
11. Keeps abreast of new evaluation instruments, methodologies, and research-based instructional strategies.
12. Participates in relevant team meetings, training sessions, and continuing education programs.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other related duties as assigned by the Supervisor of Referrals and Compliance.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Must possess a valid Virginia Department of Education postgraduate professional license with an endorsement in special education, school psychology, or related field. Master's degree in special education or a related field, preferred. Minimum of three (3) years of experience in administering and

interpreting educational assessments. Must possess thorough knowledge of all disability categories as defined by the Individuals with Disabilities Education Act (IDEA), and in-depth understanding of special education referral, evaluation, and eligibility procedures. Must exhibit proficiency in the administration and interpretation of formal and informal assessments to identify academic strengths and weaknesses. Must possess strong written and verbal communication skills, including the ability to prepare clear and concise technical reports, as well as strong organizational and time management skills with the ability to meet required timelines. Ability to effectively collaborate with teachers, administrators, students, and families to support student learning. Must have knowledge of the Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS) frameworks. Familiarity with computer-based assessment tools and student data management systems. Adherence to the highest standards of professional and ethical practices in educational assessment is a must. Ability to travel between multiple school locations as needed.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time. Exhibit manual dexterity to operate a telephone, enter data into a computer, and handle assessment materials. Ability to see and read a computer screen and printed materials, with or without vision aids. Ability to hear and understand speech at normal levels and on the telephone. Ability to speak in audible tones so that others may understand clearly in person and on the telephone. Physical agility to lift up to 20 pounds and move within various school settings.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are primarily performed in a school setting, including offices, classrooms, and testing environments. The noise level in the work environment is generally moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Referrals and Compliance

This job description in no way states or implies that these are the only duties to be performed by this employee. The Educational Diagnostician will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Referrals and Compliance or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

07/2025 LS