

# Terrell I.S.D. Job Vacancy

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

<b>Job Title:</b>	Diagnostician	<b>Work Days:</b>	207
<b>Reports to:</b>	Special Education Director	<b>Wage/Hour Status:</b>	Nonexempt
<b>Dept./School:</b>	Special Services	<b>Pay Grade:</b>	According to TISD Salary Schedule
<b>Contact Person:</b>	Stacey Ellis Executive Director Human Resources and Student Services	<b>Date Posted:</b>	September 1, 2011
		<b>Deadline to apply:</b>	September 14, 2011

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## **Primary Purpose:**

Implement the special education assessment process. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

## **Qualifications:**

### **Education/Certification:**

Master's degree in educational assessment  
Valid Texas teaching certificate  
Valid Texas educational diagnostician certificate

### **Special Knowledge/Skills:**

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories  
Excellent organizational, communication, and interpersonal skills

### **Experience:**

Two years teaching experience

Major Responsibilities and Duties:

## **Assessment**

1. Receive student referrals and implement the assessment and evaluation process.
2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations.

3. Collect and organize relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource people.
4. Conduct classroom observation and personal interviews.
5. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

### **Consultation**

6. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
7. Assist classroom teachers with implementation of IEP.
8. Consult parents concerning the educational needs of students and interpretation of assessment data.
9. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

### **Program Management**

10. Develop and maintain effective individual and group relationships with students and parents.
11. Assist in the selection of assessment materials and equipment.
12. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
15. Comply with all district and local campus routines and regulations.
16. Participate in professional development activities to improve skills related to job assignment.

### **Communication**

17. Maintain a positive and effective relationship with supervisors.
18. Effectively communicate with colleagues, students, and parents.

### **Supervisory Responsibilities:**

None

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; moderate lifting and carrying.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

## **Application Procedures**

### **Please submit requested information to:**

Terrell ISD Human Resources Department  
Attention: Stacey Ellis, Executive Director of Human Resources  
and Student Services  
700 North Catherine Street  
Terrell, Texas 75160  
Office Number: 972-563-7504  
Fax: 972-551-5712  
Email: [stacey.ellis@terrellisd.org](mailto:stacey.ellis@terrellisd.org)

- District Employees:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  2. Resume
  3. Transfer form by deadline date
  4. No on-line application is necessary

- Outside Applicants:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  2. Certificate(s)
  3. Resume
  4. Online application [www.terrellisd.org](http://www.terrellisd.org) or go to [www.teacherjobnet.org](http://www.teacherjobnet.org)
  5. Transcripts
  6. Criminal History Form (download from our website)
  7. 3 Reference Letters (download from our website)
  8. After you have completed the online application please contact Rebecca Moss at 972-563-7504 ext. 3338 or email me at [rebecca.moss@terrellisd.org](mailto:rebecca.moss@terrellisd.org) to let me know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.