

Hobbs Municipal Schools Job Description

Position: Educational Diagnostician

Supervisor: Director of Special Education

General Job Description: To serve as a case manager for students in order to identify the most appropriate educational environment available to meet the student's needs.

Qualifications:

1. A master's degree.
2. Licensure in educational diagnostics.
3. At least three years teaching experience preferred.

Essential Duties and Responsibilities:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Comply with all school board policies and administrative regulations.
7. Complete all necessary paperwork in a timely manner.
8. Acquire permission to test. Administer appropriate test. Interpret the results of each instrument administered in terms that can be understood.
9. Explain rights to parents before testing and placement.
10. Knowledge and understanding about each criteria requirements for each exceptionality.
11. Knowledge and understanding about New Mexico standard for Special Education.
12. Explain program levels, services available for the student, and make recommendations that will help the student reach his learning potential.
13. Be available to meet with parents, staff, or administration.
14. Ability to drive from school to school.
15. Ability to participate effectively in the IEP process.
16. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Attend workshops and in-service, to stay abreast of changes in standards, assessment strategies, and research findings.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions. May make home or sit visits when needed or appropriate.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Testing kits, including IQ, achievement, specialized area tests.

Terms of Employment:

Salary and work year to be established by the Board.