

Fort Worth Independent School District

Job Description

Posting Duration	Open Year Round
Title	<u>Diagnostic Evaluation Specialist - Special Education (0809-AP-014)</u>
Building/Campus	Special Education
Job File Number	0809-AP-014
Duty Days	187-210
Salary: From	
Salary: To	
Job Duties	<ul style="list-style-type: none">· Assist in the coordination of special education services in assigned schools.· Provide individualized student assessment to determine eligibility for special education services.· Interpret assessment information to school personnel, parents, and community agencies.· Utilize assessment data to prepare comprehensive assessment reports.· Maintain and review current data in student eligibility folders.· Transfer student eligibility folders to appropriate locations.· Utilize the Special Education Electronic Management System to facilitate ARDS, retrieve information, and manage all information for students with disabilities.· Maintain compliance with IDEA rules, regulations, and timelines.· Train special education staff in assigned schools in preparing required paperwork.· Assist staff in preparing official reports required by local, state, and federal agencies.· Coordinate compliance directives with campus administration.· Act as a consultant to assist with interventions for students being considered for special education.· Coordinate with Area Directors regarding compliance and programmatic issues on campuses.· Access information through the Special Education Electronic Management system.· Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Master's degree and Valid Texas Educational Diagnostician certification.· As an alternate, individuals may apply if they are eligible for or currently possess the appropriate emergency permit.· Three years of teaching experience.· Thorough knowledge of federal and state guidelines.
Application Requirements	<p>Complete the on-line application.</p> <p>Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.</p> <p>(Click here for equivocation list)</p>
Additional Job Information	PAY GRADE: P04