

PLEASE POST

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**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION: Educational Diagnostician**

**Salary: To Be Determined**

**REPORTS TO: Director & Assistant Director of Special Populations**

**PURPOSE STATEMENT**

Educational diagnostician will complete academic testing for eligibility purposes.

**DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Administer appropriate academic evaluations for each student based on state and local guidelines and the specific needs of the students, utilizing the newest methods
- Observe all federal timelines for evaluations and for written evaluation reports
- Employ collaborative decision-making processes, foster and promote collegiality and team building
- Assess and respond to needs related to the responsibilities of an educational diagnostician
- Promote collaborative teaming in MTSS meetings by working with faculty and encouraging student-parent input to develop a more positive school climate in the area of special education
- Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff
- Demonstrate an awareness of school-community needs
- Attends mandatory professional development
- Perform other functions that may be assigned by direct supervisors listed above or other administration

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Academic evaluation procedures and assessments.
- Working cooperatively with campus staff and itinerant staff.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Ability to read and comprehend instructions. Ability to write correspondence and effectively present information as required.
- Ability to apply common sense understanding to carry out written or oral instructions.

### **EVALUATION**

Performance of this position will be evaluated by the Assistant Director of Special Populations, or Director of Special Populations.

### **EDUCATION AND EXPERIENCE**

Successful completion of a certification program at an accredited college or university or working towards completion, and valid state certification(s) in the specific content area(s) of Special Education, School Psychology, Social Work, Speech Pathology, Occupational Therapy, or Physical Therapy.

Experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

### **PHYSICAL DEMANDS**

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 the essential functions.

### **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.

### **Required Testing**

- Drug Test

## **Clearances**

- Background Clearance

## **METHOD OF APPLICATION**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation

[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)

Click on "Employment"

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**EQUAL OPPORTUNITY  
EMPLOYER**