



<b>Title:</b>	Educational Diagnostician
<b>Reports to:</b>	Director of Exceptional Children
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	TBD

**Qualifications:**

- Bachelor's Degree

**Duties and Responsibilities:**

- Assist Coordinator in managing the daily operation of the Diagnostic Center to include, but not limited to:
  - monitor timelines
  - follow up on time line when needed
  - compile weekly report of status
  - maintain on going data base to log the number of evals and date completedprint/distribute evaluation reports
- Administer educational evaluations, adaptive behavior evaluations and social histories as assigned
- Complete summary reports on evaluations, adaptive behavior evaluations and social histories as assigned
- Assist in supervision of students
- Other duties designated by the Program Director

