

PROPOSED



CURRENT

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

|   |  | PERSONNEL REQUEST NO.  | EFFECTIVE DATE |
|---|--|--|----------------|
| DIVISION<br>State Special Schools and Services Division   |  | POSITION NUMBER (Agency – Unit – Class – Serial)<br>199-010-7551-003 |                |
| UNIT<br>Diagnostic Center North   |  | POSITION CONTROL NO.   |                |
| INCUMBENT   |  | CLASS TITLE<br>Pediatrician  |                |
| <b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>   |  |  |                |
| Serves as a member of the Assessment team to provide transdisciplinary assessments and/or trainings to local educational agencies (LEA), including delivery of information regarding diagnoses and instructional planning for students with any disabilities. |  |  |                |
| % of time performing duties   | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.<br><b>(Use additional sheet if necessary)</b>   |  |                |
| 75%   | <p>Provide transdisciplinary assessment and consultation services to the Assessment Team including conducting a medical examination when appropriate, interviewing the parent and/or student, and contacting appropriate medical personnel for additional information. Participation also includes observing student behaviors when appropriate.</p> <p>Review medical, educational, and family history and then develop an assessment plan focusing on school-related medical issues and the referral questions.</p> <p>Write comprehensive report(s) in collaboration with team and meet report completion deadlines. Report includes assessment findings, educationally relevant medical information and related recommendations. Report is written in a manner such that complex medical problems are explained in terms understandable to educators and families.</p> <p>Collaborate with Diagnostic Center colleagues and establish rapport with students, LEA personnel and families.</p> <p>Participate in team meetings, interpreting and presenting medically relevant educational information to team members.</p> <p>Present results of medical and neurological findings and related recommendations at conferences with parents, LEA personnel and other staff including mental health and social service professionals.</p> |  |                |
| 10%   | Remain current with new research developments, professional journals and current medical practice in the area related to students with special needs.  |  |                |

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|-----|---|
| 10% | Participate actively in Team and Center meetings and committees.  |
| 5%  | May be assigned to special projects at the request of supervisor for in-service trainings and or to provide medically relevant education information. |

| To be reviewed and signed by the supervisor and employee:   |   |      |
|---|---|------|
| <b>Supervisor's statement:</b> <ul style="list-style-type: none"> <li><i>I have discussed the duties and responsibilities of the position with the employee</i></li> <li><i>I have signed and received a copy of the duty statement.</i></li> </ul> |   |      |
| SUPERVISOR'S NAME (Print)   | SUPERVISOR'S SIGNATURE<br> | DATE |
| <b>Employee's statement:</b> <ul style="list-style-type: none"> <li><i>I have discussed the duties and responsibilities of the position with my supervisor</i></li> <li><i>I have signed and received a copy of the duty statement</i></li> </ul>   |   |      |
| EMPLOYEE'S NAME (Print)   | EMPLOYEE'S SIGNATURE<br>   | DATE |

Distribution:      Original: Official Personnel File      Copy: Supervisor      Copy: Employee      Copy: Program File

