



## LEARNING DISABILITIES TEACHER CONSULTANT

### Qualifications:

1. New Jersey certification as a Learning Disabilities Teacher Consultant
2. Master's Degree from an accredited institution
3. Minimum of three years of teaching experience
4. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Child Study Team Supervisor

**Job Goal:** To serve as a member of the Child Study Team in the identification, evaluation, and planning and implementation of appropriate educational programs for students in need of special services.

### Duties and Responsibilities:

- A. Serve as a member of the Child Study Team
  1. Aid in determining status of referred cases as required by administrative code
  2. Help to identify students with learning and/or behavior problems
  3. Maintain a battery of appropriate evaluation materials
  4. Complete a comprehensive learning evaluation which will include:
    - a. Observation and interview with student
    - b. Interview with the teacher regarding student's academic success
    - c. Standardized test(s) and informal measures
  5. Prepare a written report of the learning assessment in a timely manner
  6. Interpret written report with parents to explain the nature of the findings
  7. Participate in Child Study Team meetings for the purpose of identifying, classifying, and planning outcomes of the student's referral
  8. Serve as a case manager whose responsibilities include:
    - a. Coordination of the development and completion of the Individualized Education Program (IEP)
    - b. Monitoring program effectiveness through regular collaboration with regular education teachers and/or teachers of the handicapped and contact with the parents
    - c. Coordination of revision of the IEP as needed
    - d. Coordination of the annual review meeting and completion of the IEP
  9. When appropriate, participate in the re-evaluation of students receiving special education services
  10. Collaborate with team members in the resolution of problems as they arise in students receiving special education services
  11. Maintain appropriate case records
  12. Evaluate out of district instructional programs of students to determine the appropriateness of placements
- B. Serve as a resource to school personnel
  1. Consult with administration and teachers regarding educational factors of students in school, at home, and in the community
  2. Share with teachers and administration all data which make for a better understanding of the student within the limits of confidentiality

3. Assist in establishing a positive relationship between the child, family, and school personnel
  4. Plan for and provide teacher in-service programs
  5. Participate on the Pupil Assistance Committee (PAC) as appropriate
  6. Participate in the development of 504 plans as appropriate
- C. Serve as a resource to parents
1. Advise parents as to community agencies and institutions which may offer them support
  2. Schedule appointments for further outside evaluations with medical specialists as determined at the evaluation plan meeting
  3. Plan for and provide parent in-service programs when appropriate
- D. Attend conferences, workshops, and conventions
1. Attend appropriate professional meetings to keep abreast of new methods and techniques as approved by the Superintendent
  2. Learning about new educational programs and resources for students with special needs
- E. Perform all duties required as a member of the Child Study Team by administrative code, state and federal laws, and Board policy
- F. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30th)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: October 16, 2000**  
**Amended: August 13, 2001**  
**Amended: October 16, 2018**