



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Learning Disabilities Teacher Consultant  
REPORTS TO: Director of Special Services  
QUALIFICATIONS:

1. New Jersey Department of Education issued Learning Disabilities Teacher Consultant certificate.
2. Willingness to be assigned to one or more school in the district.
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

The Learning Disabilities Teacher Consultant is a member of the child study team, which includes the School Psychologist, and School Social Worker. Team members, as a group, are responsible for evaluating students, determining those students eligible for special education, developing Individual Education Programs (IEP) and recommending appropriate programs.

### ESSENTIAL JOB FUNCTIONS:

1. Conducts educational assessments and plans appropriate educational programs for children referred to the child study team.
2. Acts as a Case manager for an assigned number of classified students.
3. Re-evaluates and updates child study team cases as mandated by law.
4. Works with teachers in special classes, resource rooms, regular classes, and supplemental instructors to ensure that the child's classroom experiences meet the IEP requirements.
5. Acts as a liaison between the child and other professionals who are providing services. These professionals may include school administrators, school counseling personnel, occupational therapists, speech language specialists and medical personnel.
6. Provides information and guidance for parents regarding their educational program and progress.
7. Attends child study team meetings, staffing and faculty meetings.
8. Attends meetings, seminars, and workshops to keep informed of innovation in the field of special education.
9. Acts as consultant for teachers and administrators to make them aware of any changes in legislation, program planning, teaching techniques, and instructional materials in special education.
10. Performs such other tasks and assumes such other responsibilities as assigned by the Athletic Director.

WORK YEAR: Ten-month employee  
DATE APPROVED: February 19, 2013  
APPROVED BY: Board of Education