

**Union County Educational Services Commission
Job Description**

Job Title: Learning Disabilities Teacher Consultant – Part Time

Reports To: Director of Nonpublic Services

Terms of Employment: 10-Months, Part-Time

Qualifications:

1. Earned Master’s Degree in Teaching, Special Education or other related field of study from an accredited college or university.
2. Standard educational services certificate as a Learning Disabilities Teacher Consultant issued by the New Jersey Department of Education.
3. Minimum of three to five years of successful teaching experience, preferably completed in a special education classroom in a public or nonpublic school.
4. Knowledge of current and effective instructional programs, practices and interventions; educational assessment tools and techniques; special education laws and regulations; and Child Study Team procedures.
5. Highly effective communication and interpersonal skills needed to relate well with school administrators, teaching staff, vendors and members of the local community.

Responsibilities:

1. Provide educational evaluation services as a member of the Child Study Team in the screening of, assessment of, educational planning for, monitoring of, and re-evaluation of students with disabilities in need of special education services, in accordance with all applicable federal, state and local laws and regulations.
2. Serve as educational consultant to administrators, teachers and family members by interpreting evaluation results, providing educational recommendations and conducting trainings to support the implementation of effective instructional plans.
3. Monitor and evaluate educational programs of students with special learning needs through classroom observations, review of academic records, and teacher interviews, to measure progress and evaluate whether the current educational program is suited for the students' development. Make recommendations for change where indicated.
4. Review and disseminate current information regarding instructional programs, strategies, materials and the implications of current research on educational practices.
5. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing information within legal confines.

6. Assist the Director of Nonpublic Services in the effective and efficient operation of the Department by completing the following responsibilities, as assigned:
 - a. Review new referrals, process 407-1 forms and assign evaluations to appropriate Child Study Team members and/or other educational professionals.
 - b. Monitor the progress of Child Study Team members to ensure that assigned tasks are completed in an accurate, timely and compliant manner.
 - c. Serve as the liaison between students and other professionals providing services (e.g., guidance counselors, administrators, teachers, therapists, paraprofessionals) to ensure service plans are implemented as developed.
 - d. Schedule, prepare agendas and conduct meetings or trainings with CST members in collaboration with department administrators.
 - e. Meet regularly with the Director of Nonpublic Services to review the progress of evaluations and annual reviews, the order in which new referrals are undertaken, and other relevant topics pertaining to Child Study Team operations.
 - f. Compile and provide data and statistics pertaining to referrals, initial evaluations, reevaluations and annual reviews completed by Child Study Teams.
7. Perform other duties that are within the scope of employment and certifications as assigned by the Director of Nonpublic Services.

Board Approved: