

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****LEARNING DISABILITIES TEACHER-CONSULTANT****JOB GOALS**

The Learning Disabilities Teacher-Consultant assists and supports the teachers directly responsible for the child's education by providing information and insight regarding the child's achievement levels, learning style, strengths, and weaknesses, and by recommending appropriate instructional strategies.

QUALIFICATIONS

1. Master's Degree from accredited graduate school.
2. Must hold New Jersey State Certification as Learning Disabilities Teacher-Consultant. Supervisor certification desirable. In addition to teaching experience (required for certification as *LDTC*), diagnostic and/or consultative experience is desirable.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Diagnostic assessment and analysis of student's learning characteristics through classroom observation, teacher input, and formal and informal testing procedures involving perceptual, memory, motor, language, and academic functioning.
2. Participation as a basic Child Study Team member in interpreting assessment data and developing appropriate educational plan for each child referred to the team according to NJAC Title VI, Chapter 28.
3. Confer with appropriate teacher(s) to jointly write an I.E.P. appropriate to each classified student's needs and consistent with the basic educational plan determined by Child Study Team.
4. Meet with parent(s)/guardian(s) to discuss and interpret Child Study Team findings and recommendations, to enlist their support and participation in implementing the recommended program, and to obtain their formal written consent.
5. Act as a liaison between school and parents as a contact person for assigned cases as case manager for selected special education students.
6. On an on-going basis, monitor special educational services being provided to classified students in assigned caseload both in district and in out-of-district placements, providing support and consultation to instructional staff as needed.
7. Assist in the development and implementation of screening and referral procedures for students with suspected special educational needs.
8. Serve as educational consultant to teachers and administrators as member of building support committee.
9. Contribute to the development and implementation of in-service programs related to special educational services.
10. Preparation of written reports including:
 - a) Learning Assessment report detailing diagnostic findings for each child referred for full Child Study Team evaluation, including both new cases and re-evaluations.

- b) Monthly report to Coordinator of Special Services concerning evaluations, screenings, parent contacts and conferences, and teacher consultations handled during the month.
 - c) Annual report to the Coordinator of Special Services concerning suggestions for program development and improvement of service delivery in such areas as identification and diagnosis of handicapped students, team functioning, and special education services, as requested.
11. Participation in timely, informative local, state, and/or national conferences, workshops, or courses to develop professional skills and improve special educational services in the district.
 12. Adheres to the policies, regulations and procedures of the Board of Education.
 13. Perform all duties in conformance with guidelines and requirements of New Jersey Administrative Code, I.D.E.A. and professional ethical standards.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Ability to maintain and organize confidential records.
3. Understanding and commitment to follow all related laws and standards.
4. Organizational, scheduling and planning skills to manage complex schedule, and the schedule of many students.
5. Attention to detail with a focus on thoroughness and quality.
6. High integrity and ethical standards.
7. Knowledge of computer and software programs.
8. Regular attendance.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to attend and preside over meetings.
11. Ability to traverse school facility and grounds.

REPORTS TO

Performance of this position will be evaluated by the Director of Child Study Team.

TERMS OF EMPLOYMENT

Part-Time: Ten-month position, paid an hourly rate to be determined by the Board of Education, not to exceed 20 hours per week, with possible summer hours in the summer paid at an hourly rate. Does not include healthcare benefits.

Full-Time: Ten-month position, paid a salary to be determined by the Board of Education, with possible hours in the summer, paid at a per diem rate. Includes healthcare benefits consistent with other full-time employees.

EVALUATION

Performance of this job will be evaluated in accordance with state law and the provisions of the Board's policy on evaluation of certified staff by the Director of Child Study Team.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **June 25, 2015**
AMENDED: **August 24, 2017**
AMENDED: **May 25, 2022**

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u>	18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.A.C.</u>	6A:32-2.1	Student Records