

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: LEARNING DISABILITIES TEACHER-CONSULTANT
(Certificated/10-months)

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
2. Minimum experience as determined by the Board
3. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs
4. Knowledge of testing and evaluation techniques appropriate for diagnosing learning disabilities
5. Ability to write and initiate an Individual Education Plan (IEP) in accordance with the disabilities identified through testing and observation
6. Strong interpersonal and communication skills to relate to students, staff and families
7. Demonstrate knowledge of educational software applications

REPORTS TO: The Learning Disabilities Teacher-Consultant reports to the Director of Pupil Personnel Services.

JOB GOAL: To effectively assess pupils' learning characteristics and design appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
3. Assists in the development and coordination of an appropriate individual education program (IEP) for each pupil requiring special education and/or related services.
4. Evaluates IEP progress on a regular basis and provides feedback to District staff.
5. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
6. Submits required testing and updates information in a timely fashion.
7. Consults with classroom teachers, administrators and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.

8. Provides follow-up to assist classroom teachers in the application of curriculum and instructional/learning/classroom assessment strategies, instructional technology and utilization of test data.
9. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
10. Participates in the development and delivery of in-service programs and parent seminars related to learning disabilities and effective teaching methods.
11. Assists in providing information concerning the IEPs to school staff and parents/guardians.
12. Serves as a member of the school Intervention and Referral Services Team, the school Section 504 Team and the school Culture and Climate Team.
13. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
14. Completes appropriate reports as required in a timely manner.
15. Serves as a case manager as assigned and maintains appropriate case records.
16. Maintains professional competence through in-service education and other professional growth activities.
17. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
18. Assures that current curriculum integration research is incorporated in the total instructional program.
19. Assists teacher to infuse a variety of methodologies and technologies into the instructional program.
20. Continues professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas among the District staff.
21. Works with the school staff and District staff to coordinate the goals of the District with school programs.
22. Makes use of technology to enhance daily job responsibilities.
23. Performs such other duties as may be assigned by the Superintendent of Schools and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOE APPROVAL: November 29, 2018

RESOLUTION: 19-P-42