



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** CHILD STUDY TEAM COORDINATOR

**QUALIFICATIONS:**

1. New Jersey certification as a CST member or equivalent.
2. An earned Masters Degree from an accredited college or university in Elementary Education, Special Education or equivalent.
3. Teaching, CST or administrative experience with several years experience.

**REPORTS TO:** Chief School Administrator/Principal

**JOB GOAL:** To assist the Chief School Administrator/Principal to achieve the best possible education for the students of the Oaklyn Public School as well as to execute the policies specified by the State Board of Education and the Oaklyn Public School Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

1. Complete the required Special Education forms for local, state and federal agencies.
2. Participate in instructional team meetings and such other meetings as are required or appropriate.
3. Assist with the completion of forms. This includes: (a) writing individualized programs for identified students; (b) prescribing and ordering materials; (c) teacher assistance, and (d) program evaluation.
4. Oversee and approve all scheduling of students into special services programs.
5. Attend meetings and conferences as are necessary to the maintenance of professional standards and delivery of appropriate services.
6. Serve as chairperson for appropriate meetings of the special services department including regular Child Study Team meetings held for the purpose of classification and/or development of Individual Education Plans.
7. See that all Child Study Team recommendations are implemented i.e., supplemental instruction, adaptive physical education, etc.
8. Write a monthly progress report to the Chief School Administrator on all supplemental programs as well as the Child Study Team activities.
9. Schedule/conduct the academic screening of new students entering the Oaklyn Public School.
10. Participate in the screening of incoming Kindergarten students.
11. Organize in-service teacher programs which are geared toward providing information concerning special services and/or special education which meet specific identified needs.
12. Act as curriculum advisor in the area of Special Education to the Chief School Administrator/Principal.
13. Supervise workflow of Child Study Team.
14. Supervise CST secretary.
15. Serves on the I.R. & T as needed.
16. Participates as a CST member, conducts evaluations.
17. Observes teachers and students in special education settings.

**TERMS OF EMPLOYMENT:**

Ten month year with decreased hours in the summer.  
Salary is established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

**EVALUATION:**

Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation

**DATE APPROVED:**

September 29, 2008