



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
LEARNING DISABILITIES TEACHER/CONSULTANT**

**QUALIFICATIONS:**

1. Holds valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement.
2. Possesses a regular New Jersey instructional certificate and a minimum of three years of successful teaching experience.
3. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and human relations.
4. Demonstrates ability to work effectively with students, staff, parents, administrators and others.
5. Possesses knowledge of laws and regulations governing special education in New Jersey.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To serve as a member of the Child Study Team, assess the needs of children, and support the district's instructional program by students in their educational goals set forth by the Board of Education and within the resources provided by it.

**PERFORMANCE RESPONSIBILITIES:**

1. Child Study Team
  - a. Serves as a member of the basic Child Study Team, complying with state and federal statutes.
  - b. Performs an educational assessment of students referred to the Child Study Team for evaluation, including an observation of the student, review of the student's educational history, conferences with the

student's teachers, and an evaluation and analysis of the student's academic performance and learning characteristics.

- c. Reports educational assessment findings at regularly scheduled Child Study Team meetings.
  - d. Actively participates in the deliberations of the Child Study Team and jointly classifies educationally disabled students and assists in planning Individual Educational Programs (IEPs) for them.
  - e. Maintains liaison with classroom teacher(s) for the purpose of insuring the implementation of the established Individual Education Program of assigned students.
  - f. Assists in coordinating, developing, monitoring and evaluating the effectiveness of the Individualized Educational Plan.
  - g. Serves as Case Manager of assigned students.
  - h. Assesses student readiness for entry in the school program in accordance with policies established by the Board of Education.
  - i. Helps identify within the school all types of exceptional students.
  - j. Helps assess, in accordance with policies established by the Board of Education, students recommended for retention, acceleration and early graduation.
  - k. Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedures of the Holmdel Township Department of Special Services.
  - l. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.
2. Professional Development
- a. Keeps self updated on assessment techniques, advances in learning theory, improvements in instructional media, technology and materials, and statutory requirements.
  - b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.
3. School/Community Relations

- a. Consults with the appropriate school personnel directly responsible for the implementation of Individualized Education Program for disabled students.
  - b. Serves as a resource and/or consultant to school personnel on the nature, causes, and solutions to the learning problems of children.
  - c. Serves, upon request, as a resource and/or consultant to administrators and other school personnel, on the selection of instructional materials and technology geared to meet the needs of a wide range of student abilities.
  - d. Assists upon appropriate request in the preparation and implementation of professional development programs for school personnel within areas of professional competence.
  - e. Attends meetings of the Pupil Assistance Committee and other related groups as assigned by the Director of Special Services.
  - f. Attends two evening programs (i.e., Back-to-School Nights, SNAPP) annually.
4. Other Assigned Duties

Performs all other tasks and assumes such other duties as designated by the Director of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board in accordance with the agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with state law, the provisions of the Board's Policy on Evaluation of Professional Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**SOURCE:** Regular Board Meeting  
**DATE:** September 1979  
**REVISED:** March 13, 1996