

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Intervention and Referral Services Team Members
- REPORTS TO:** Director of Special Services and building principal
- JOB GOAL:** Work collaboratively with all stakeholders in order to plan, develop and provide the school with, “an institutionalized mechanism and comprehensive strategy for enabling staff and parents to work jointly to resolve problems in a systematic manner over a period of time”(NJDOE Resource Manual for Intervention and Related Services, 2008, p. 93).

- QUALIFICATIONS:** Team members should include:
1. Building Principal or General Education Designee
 2. General Education Teacher
 3. Student Support Staff-(one or more) i.e. Guidance Counselor, Student Assistance Counselor, School Psychologist, Learning Disabilities Teacher-Consultant, School Social Worker, Speech Language Specialist or School Nurse
 4. Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Assess and solve problems in a collaborative manner.
2. Demonstrate an understanding of the district’s instructional objectives and curriculum.
3. Provide information regarding tradition, innovative and culturally sensitive instructional practices and other education programs and methods for formulating strategies and techniques helpful to school staff and parents.
4. Maintain current knowledge of the research literature on effective instructional practices and actively learn new strategies in order to expand their repertoire of ideas for helping staff and parents who request assistance with problems.
5. Prepare meeting agendas.
6. Prioritize cases.
7. Determine appropriateness of cases for review by the team.
8. Maintain an educational focus for resolving I&RS cases.
9. Ensure that the team adheres to all time limitations.
10. Oversee the completion and collection of all student information forms.
11. Compile and summarize all of the behaviorally specific information on the problem.
12. Conduct observations of the problem, when possible, for information collection, remediation, and follow-up purposes.
13. Analyze trends and patterns of documented behavior.
14. Oversee implementation of each component of the I&RS action plan.
15. Any other duties deemed necessary for effective and efficient I&RS planning.

Approved: 5/12/09

Revised: 9/24/09

JD/Special Services