

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Learning Disabilities Teacher Consultant
- REPORTS TO:** Director of Special Services and Building Principal
- QUALIFICATIONS:** LDTC Certificate  
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To serve as a member of the basic Child Study Team under the Department of Special Services with responsibility in six broad areas relative to the educational status of students in the general education program, special classes and out-of-district placement: identification, evaluation, assessment, planning, consultation and coordination. All responsibilities will be conducted in a manner consistent with the regulations outlined in the NJ Administrative Code Title 6A Chapter 14.

### **PERFORMANCE RESPONSIBILITIES:**

1. Identification

Identifies students who may have a disability in conjunction with other members of the Child Study Team and staff.

2. Evaluation

Conducts an educational assessment to prepare for determination of eligibility.

- a. Reviews cumulative records of student.
- b. Consults with present teachers(s) as well as previous teachers, if necessary and other appropriate individuals and/or agencies.
- c. Observes student in classroom
- d. Administers appropriate evaluative instruments

3. Assessment

Analyzes and synthesizes all information collected in the evaluation process to ascertain the nature and causes of the student's disabilities, as well as instructional levels and academic competencies.

- a. Assesses learning styles
- b. Assesses learning strengths and weaknesses.
- c. Assesses academic competencies
- d. Prepares a comprehensive report interpreting the implications of significant findings.

4. Educational Planning

On the basis of the evaluation and eligibility, develops a written educational plan for those students with disabilities, in consultation with appropriate staff members.

- a. Develops individualized instructional programs including the following when appropriate: management techniques, methodology, instructional levels, focus of instruction, recommendations of materials and equipment and evaluative criteria.
- b. Consults with appropriate staff members and/or outside agencies and institutions regarding implementation of the educational plan.
- c. Assists in transition planning for students.

5. Consultation

Collaborates with other IEP members in order to determine the effectiveness of the educational plan for students with disabilities. Serves as a resource person to teachers, parents, other staff members and/or outside agencies regarding the educational functioning of students.

- a. Revises educational plan and/or placement recommendations based on student need
- b. Participates as necessary in meetings with teachers, parents, other staff members and/or outside agencies regarding students
- c. Recommends adaptive techniques and materials to staff members for teaching student with disabilities.
- d. Holds conferences with students when needed.

6. Coordination

Contributes to the monitoring of programs and the progress of special education students in conjunction with the other members of the child study team.

7. Other such duties relating to the role of learning consultant as may be assigned.

Adopted: 1/85  
Approved: 5/12/09  
Revised: 9/24/09