

# **RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL**

## **INSTRUCTIONAL STAFF**

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### **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 state and federal laws and regulations governing special education in New Jersey; and demonstrates ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs.
6. Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
8. Minimum experience as determined by the Board.

#### **REPORTS TO: SUPERVISOR OF SPECIAL SERVICES**

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

#### **SCOPE OF RESPONSIBILITY:**

## 1. Child Study Team

- a. Serves as a member of the basic Child Study Team, and performs all duties required as a member of the Child Study Team by administrative code, state and federal laws and Board policy; participates in the evaluation, identification, classification and placement of all pupils required special education.
- 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 leaning characteristics and interprets the findings in written reports
- 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 Individualized Education Plan.
- g. Serves as Case Manager of assigned students and maintains appropriate case records.
- 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 Rumson-Fair Haven Department of Special Services.

1. Provides thorough and timely reports, data, information, etc. as requested by the Supervisor 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 and regulatory requirements governing the education of students with disabilities.
- 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 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 Supervisor of Special Services.
- f. Attends evening programs (i.e. Back-to-School Nights, SNAPP) annually.
- g. Attends two evening programs (i.e., Back-to-School Nights, SNAPP) annually.

4. Other Assigned Duties

Performs all other duties as may be assigned by the Supervisor of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Ten-month year. Salary established in the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with state law, NJDOE regulations, and the provisions of the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**APPROVED BY THE RFH BOARD OF EDUCATION:** March 28, 2022