



West Windsor-Plainsboro Regional School

Job Description

Job Title: **Learning Disabilities Teacher Consultant (LDTTC)**
Department: **Special Services- Child Study Team**
Reports To: Director of Special Services, Supervisor of Special Education and Building Principal
Salary Guide: WWPEA; 10 Month Contract
Prepared Date: March 10, 2021

Position Summary: Provide daily instruction for students in accordance with Board approved curriculum.

Qualifications: New Jersey Learning Disabilities Teaching Consultant endorsement
Successful Criminal History Clearance
Proof of U.S. Citizenship or appropriate employment authorization
Ability to maintain a positive learning environment
Strong interpersonal and communication skills
Compliance with the NJ FIRST Act

Essential Duties: Working with students, school personnel, parents and others:

- Provide assessment, consultation and/or intervention in order to help students meet their educational goals.
- Support teachers in strategies needed to best support students with their academic needs.
- Serve as a consultant to school personnel in dealing with matters pertaining to academics at school.
- Serve as a member of the Child Study Team assisting in the identification, diagnosis, evaluation, determination of eligibility, and development of appropriate programs for all student with disabilities pursuant to N.J.A.C. 6A:14.
- Assume an active, cooperative role on the Child Study Team responding to referrals from the Intervention and Referral Services Committee and parents as applicable.
- Follow mandated procedures and timelines in accordance with N.J.A.C. 6A:14 in the evaluation process.
- Provide a thorough assessment and diagnosis of a student's educational strengths and needs.
- Utilize data from multiple sources to create data-driven decisions regarding student's needs/programming, and to ensure compliance with Least Restrictive Environment mandates as specified in N.J.A.C 6A:14.
- Articulate the unique ways in which a student learns in order to tailor the learning environment to the student's needs through the interpretation of evaluations which reveal a student's approach to learning.
- Consult with teachers to better understand recommended special education and related services as appropriate and necessary.

- Regularly observe and/or work with the students on caseload in accordance with students' documented needs and case management duties.
- Provide professional case management including monitoring and evaluating the education program for assigned students.
- Provide consultation and training to educational staff regarding techniques, materials, and program to address academic needs.
- Establish and maintain adequate records of student progress in essential instructional areas and related support services.
- Maintain the confidential records of students and ensure they are kept in a secure location.
- Maintain professional competence through in-service educational activities provided by the district and self-selected professional growth activities. Share knowledge gained, as appropriate, with peers and colleagues.
- Coordinate transition planning, which includes vocational, work or college planning for students 14 years old or older.
- Work closely with parents, guardians and extended families to promote a harmonious relationship between home and school.
- Participate in educational planning and scheduling.
- Be regular in attendance and punctual for school responsibilities.
- Identify and report child abuse and neglect situations.
- Perform other duties as assigned by the Director of Special Education, Supervisor of Special Education.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

ANNUAL EVALUATION: Performance is reviewed annually in accordance with NJ State law and the provisions of the Board of Education policy on evaluations for certificated staff.

TECHNOLOGY SKILLS: Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program and Genesis Employee Portal and Student Information System.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 3/23/2021

Certified by: 
Director of Human Resources

