



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Learning Consultant

QUALIFICATIONS: Holds or is eligible for New Jersey Certification authorizing services in the public schools as a Learning Consultant.

PRIMARY FUNCTION: The Learning Consultant is a member of the basic Child Study Team and works within the school setting to assist, and support teachers and administrators to enable them to deal with the educational needs of children. The Learning Consultant participates in a multi—disciplinary approach to identification, evaluation, and planning for suitable educational programs appropriate for the children with special needs.

REPORTS TO: Director of Special Education and Building Principal

CONSULTS WITH: Professional Staff
Pupils
Parents
Community Agencies

MAJOR DUTIES AND RESPONSIBILITIES:

1. Performs an educational evaluation by:
 - a. Analyzing and synthesizing information obtained through teacher consultation, observation of the child in his/her educational setting, and screening of significant data from school records;
 - b. developing an individual test battery which evaluates, six areas: visual perception, auditory perception, levels of thinking, motor function and coordination, interests, and academics;
 - c. prepares a report highlighting a child's learning assets and deficits which provides a vehicle for communication among those who are responsible for decisions that will be made for or about a child.
2. As a member of the basic Child Study Team, participates in the decisions regarding classification, recommended placement, and the special education program, and related services that are required.



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3. Cooperates with the other members of the Child Study Team in preparing an Individual Education Program which aims to develop a relationship between a child's learning characteristic and the curriculum to which he is being asked to respond
4. Assumes responsibility for the development of the Specific Guide of the Individual Educational Program when it focuses on his/her professional area of identifying objectives, designing instructional strategies, and recommending materials within the. Specific Guide tailored to the needs of the child and utilizing his/ her strengths.
5. Cooperates with the Psychologist and Social Worker in the development of the Specific Guide of the Individual Educational Program when it focuses on other than his/her professional area.
6. Performs follow-up activities as needed in order to aid in the implementation of the Individual Educational Program, consistent with the Rules and Regulations and the law.
7. Is available to professional staff to review and consult with staff on matters regarding the pupils' Individual Educational Programs, Specific Guides, pupil progress, and pupil programs, in general
8. Is available to consult with the general educational staff regarding materials and instructional techniques for pupils having learning difficulties.
9. Plans for and participates in district in—service training program.
10. Remains abreast of current developments, new trends, and contemporary interpretations within his/her professional field; as well as to remain abreast of - current developments and new interpretations in the other fields related to Child Study Team function.
11. Observes the New Jersey Rules and Regulations on education for the handicapped with regard to the children of Haddonfield and their families.
12. Attends staff meetings and serves on staff committees as required.
13. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her superior(s) under authority of the Board of Education.
14. Observes and follows ethical standards as articulated by the professional discipline of Learning Consultant.

TERMS OF EMPLOYMENT: 12 month position.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BENEFITS:

Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:
BOE Review Date: