

The Learning Consultant's Job Description

The duties and responsibilities of the Learning Consultant differ vastly from those of other special education personnel such as resource teachers. In the Learning Consultant Model, the Consultant:

A. Obtains appropriate and pertinent information regarding students' specific special needs.

1. Reviews records of applicants for indications of diagnosed or potential special needs.
2. Assists with making determinations about whether the school can reasonably meet a particular student's needs.
3. Maintains ongoing communication with teachers in order to identify students who may have special needs as early as possible in their education.
4. Coordinates the completion of evaluation packets and forwards them to appropriate professionals and agencies in a timely manner.
5. Reviews diagnostic evaluation reports received from qualified professionals.
6. Obtains appropriate exchange of information forms to enable effective communication among the school, the family, and professionals outside of the school.
7. Communicates with professionals who have conducted diagnostic evaluations to review the results of assessments, to plan interventions based on those assessments, and to evaluate progress.
8. Maintains regular communication with professionals outside the school who provide diagnostic and therapeutic services to students who have special needs.
9. Monitors the progress of students with special needs through observation, formal and informal assessment, and collecting information from teachers on a regular basis.

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Learning Consultant Job Description, continued

B. Communicates pertinent information about students' needs to teachers and other school personnel in an appropriate manner.

1. Develops student profiles that document the adjustments prescribed by the professionals who have diagnosed a particular student's special needs and revises them as necessary when additional information becomes available.
2. Meets with teachers of specific students individually and in small groups to explain the student's profile and communicate the adjustments needed to meet the student's needs.
3. Regularly consults with classroom teachers regarding instructional methods and materials that will meet specific needs of individual students.
4. Devotes the majority of the school day to providing consultative services to teachers and other school personnel.
5. Maintains ongoing communication with teachers of students with special needs to support and monitor the effectiveness of adjustments made to address students' needs.
6. Provides effective professional development for faculty regarding general and specific special needs issues and topics.
7. Maintains appropriate records regarding students' special needs and the services provided to address them.

C. Serves as a resource to parents and students.

1. Coordinates standardized testing for students with special needs and arranges for appropriate adjustments in the administration of these tests.
2. Maintains information regarding services and resources available from professionals and agencies in the community and communicates this information to families.
3. Effectively assists parents with obtaining services and resources from professionals and agencies outside the school.
4. Effectively assists students and their families with strategies for advocating for themselves and for compensating for special needs in appropriate manners.

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