

## **TITLE: CHILD STUDY TEAM FACILITATOR - Stipend**

### **QUALIFICATIONS:**

1. Valid New Jersey School Certificate (School Psychologist, Learning Disabilities Teacher Consultant, School Social Worker)
2. 3 years of experience - Child Study Team
3. Successful Evaluations

**REPORTS TO:** Supervisor, Director, or Assistant Superintendent, Superintendent and or his/her designee

**JOB GOAL:** To support, improve and diversify educational opportunities and activities district wide.

### **PERFORMANCE RESPONSIBILITIES:**

#### Professional Development

1. Assists in the implementation of the district's in-service education program for the instructional staff and student information software.
2. Schedules and organizes departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional programs.
3. Schedules appropriate professional development for specific program needs.
4. Oversees provision of or provides for professional development.
5. Provides for appropriate evaluation and record keeping of all professional development opportunities.
6. Provides training on state, federal guidelines and inclusive practices.
7. Assist/ support/train with all technology related aspects of the IEP system ( FrontLine) ie. usage and report functions

#### Generates Budgetary Needs

1. Assists in the development and coordination of the sections of the budget that pertain to special programs.
2. Oversees all assigned staff members' budget orders.
3. Assists in distribution of ordered supplies and materials.

#### Related Activities

1. Coordination and articulation between CST members and programs.

#### Other

1. Performs other duties as may be assigned by the Superintendent or his/her designee.
2. This position will require additional hours for preparing professional development, related activities.

3. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

EVALUATION: Annually by the Director of Special Education and/or Supervisor of Special Education with input from the principals, in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

Adopted by: Toms River Regional Schools Board of Education  
Date: