INFORMATION SHEET 3/10/2020 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

From: Nancie Castro

Re: Intervention Specialist Job Description

The job description for Intervention Specialist has had a change in the minimal qualifications. We have added "relevant expertise/experience in a similar field".

Recommended: Approval

JOB DESCRIPTION

POSITION: Intervention Specialist
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
BA/BS degree, or relevant expertise/experience in a similar field.

MINIMUM EXPERIENCE:
Three years experience working with children preferred

CREDENTIALS AND/OR SKILLS AND ABILITIES:

- Knowledge of educational techniques, strategies, and trends in education.
- Ability to effectively provide individual and small group instruction.
- Knowledge of literacy development and reading and math interventions.
- Knowledge of child cognitive development and different learning styles.
- Ability and willingness to reflect and improve instruction.
- Ability to effectively communicate in both oral and written form.

SUMMARY OF POSITION:
Under the direction of site administrator ensure that appropriate intervention programs are available to at-risk students. Provide focused small group instruction to pupils who have not acquired the word recognition, reading comprehension, and/or math skills in keeping with their grade and/or ability level. Assist classroom teachers in interventions with reading and math concerns and planning appropriate instruction and other related functions as required.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Works with the principal to monitor the implementation of the District standards and benchmarks.
2. Provide support to classroom teachers in planning strategies which promote student achievement.
3. Provide identified students with tutoring in math and/or reading.
4. Encourage creativity, independence and initiative among students.
5. Organize system/procedures and manage student behavior to ensure all students are fully engaged in learning.
6. Assist in developing learning activities using materials appropriate for meeting the needs of identified students.
7. Actively participate in professional development activities, including training sessions and working with principal.
8. Tracks critical student information and maintains accurate student records.

9. Works closely with classroom teachers to identify unique student needs.
10. Ability to establish and maintain effective interpersonal relationships with staff, students, and parents.
11. Ability to listen to students with patience and understanding.
12. Keep accurate records of interventions provided.
13. Report curriculum/instructional needs to site administrator.
14. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO:
School Site Administrator

PHYSICAL ENVIRONMENT:
Ability to work at a desk, conference table or in meetings of various configurations; stand and circulate for extended periods of time; see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students; hear and understand speech at normal levels; communicate so others will be able to clearly understand normal conversation; bend and twist, stoop, kneel, run and crawl; reach in all directions; lift and/or move to 25 pounds individually or with assistance; carry up to 25 pounds; ability to use office equipment including computer terminals, telephones, calculators, copiers and exert high physical effort

WORK ENVIRONMENT:
Employees in this position will be required to work primarily indoors in an educational and standard environment. Employees will come in contact with students, parents, and school district staff.

BOARD APPROVED:
Pending approval: March 10, 2020