

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Intervention Specialist - Academic and Behavioral**
Salary: Certificated Salary Schedule
Reports to: Principal, Curriculum and Instruction Department

SUMMARY:

The Intervention Specialist-provides support to the school site and assists the school in providing services that are academically, culturally, linguistically, and socio-emotionally responsive to student needs.

Nature and Scope: Provide intensive, direct support to teachers, principal and other school personnel in all aspects of implementing an effective Response to Intervention model that addresses both academic and behavioral needs. Supports the District's mission, vision and goals.

Distinguishing Characteristics: Successful teaching experience working with diverse students and experience with designing standards based instruction and utilizing effective instructional practices to address academic and behavioral needs of individual students.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Creates and maintains a system for Response to Intervention that meets both the academic and behavioral needs of students at the school site.
2. Develops, facilitates and provides related training for teachers, other school staff, and parents
3. Assist school site staff in program development, implementation and evaluation of the Response to Intervention (RtI) model and related components (i.e. I Understand program for positive discipline).
4. Serves on appropriate committees and works groups
5. Consults on curriculum development and material selection aligned with state frameworks, particularly for intervention curriculum alignment
6. Assists with student performance assessments and testing, including gathering and recording local metrics needed to evaluate the RtI model
7. Acts as an advocate for appropriate accommodations and modifications needed for students to successfully respond to academic and behavioral interventions
8. Coordinates and administers state and federal assessments to include the California Healthy Kids Survey
9. Works with staff to ensure students' appropriate program placement and fulfills parent notification and requirements
10. Plans, coordinates and facilitates grade level team and collaboration meetings, as appropriate

11. Acts as a resource to teachers by providing additional research-based strategies and materials for use in the classroom by teacher and other staff whom deliver services for identified students who are at the Tier II/III levels of the Rtl model.
12. Participates in Instructional Rounds and coordinates sharing of feedback for the purposes of improving instructional practices
13. Supports and ensure full implementation of the District's adopted intensive interventions programs for the purpose of monitoring student progress
14. Provides direct coaching support to classroom teachers on how to differentiate instruction using the Common Core State Standards and related intervention programs
15. Involved in, and knowledgeable of, the instructional delivery of the adopted program and appropriate modifications needed to serve English learner students and students in specific special education instructional settings
16. Meet as needed with identified students to provide assessment and related academic/behavioral support
17. Coordinate and facilitate Student Attendance Review teams and Student Study Team meetings with teachers and parents.
18. Assist in development and coordination of written communications to and from parents of participating students
19. With support form site principals, conduct School Climate Committee meetings and provide training to parent members
20. Perform other non-instructional duties as assigned, according to District policies and procedures.

Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

QUALIFICATIONS

Education:

- Bachelor's degree from an accredited college or university.
- Valid California teaching credential authorizing service in the area of responsibility.
- English Learner Authorization (CLAD/BCLAD) and NCLB Compliancy

Experience:

- A minimum of 4 years of successful classroom teaching experience and working effectively with diverse students and their parents
- Experience with the effective use of academic and behavioral intervention strategies
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers

Knowledge of:

- Language and cultural competency to effectively communicate with parents and students who are not English speakers
- Ability to understand, analyze and interpret student performance and program data
- Technology and computer software applications relative to instruction and how to differentiate instruction, including appropriate accommodations and modifications

- Effective teaching strategies to ensure learning progression of struggling students
- District policies and procedures that govern program and curriculum.
- The California Standards for the Teaching Profession.

Ability to:

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes uses report-writing techniques, Maintain confidentiality regarding student records
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: May 1, 2015