



JOB DESCRIPTION 2023

Job Title/Department	<i>Intervention Specialist</i>
Employee Classification	<i>Exempt, Full-Time</i>
Employee Reports To	<i>School Director</i>

Job Purpose

The intervention specialist is responsible for all aspects of Special Education services and compliance and may provide additional intervention to students not identified for Special Education services as needed. The Intervention Specialist must be knowledgeable and proactively stay up to date on all laws pertaining to special education.

It is the responsibility of the Intervention Specialist to ensure that all students identified with a disability are given the same learning opportunities as non-disabled students. The Intervention Specialist will work closely with the classroom teacher in making sure that student needs are met, IEP goals are taught, and IEP provisions are followed. Intervention Specialists are committed to the ongoing academic development and well-being of their students and the overall success of the school.

Duties and Responsibilities

Primary job duties and responsibilities:

- Manages the day-to-day work of their students and the safety and welfare of the students. This includes standards-based curriculum and assessment development; instruction and supervision of students; guidance, academic, and character development; and student safety.
- Agrees with and is committed to the academic goals and philosophy of Oakmont Education.
- Understands, abides by, and implements the policies, directives, and guidelines set forth by the management company.

Special Education

- Leads the response to Intervention process.
- Effectively communicates with teachers, parents, and administrators to facilitate the IEP process.
- Accurately and efficiently maintains Individual Educational Programs (IEP's) and student's files.
- Remains current on rules and regulations set forth in special education.
- Creates and manages a caring, supportive, purposeful, and stimulating environment that is conducive to children's learning.

Curriculum and Instruction

- Prepares instructional lesson plans aligned to applicable state standards and implements the Instructional Framework with fidelity.
- Teaches all subjects following the school's course of study or as assigned.
- Utilizes data and assessments as a means to drive instruction.
- Ensures effective use of support staff within the classroom, including parent helpers.
- Identifies clear teaching objectives and learning outcomes, with appropriate challenge and expectations.
- Adapts and enriches the curriculum using multiple strategies, online tools, and technology in imaginative and enriching ways to actively engage and support students in their learning.



- Develops classroom experiences that teach students not only facts but how to apply what they learn to solve real world problems.
- Organizes and manages groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Uses advanced classroom management techniques.
- Provides ample opportunities to all students to develop in activities outside the classroom such as student organizations, physical activities, and service learning.
- Provides specialized instruction to students with special needs in one-on-one, small-group, or inclusion settings in accordance with IEPs and/or SPs.
- Ensures high standards of achievement for all students and an orderly, motivational, and aspirational culture and a strong school community where teaching, learning and healthy relationships can thrive.
- Completes written IEP progress reports at least as frequently as general education progress reports are written (minimum of once quarterly).

Administrative

- Keeps accurate records on each student such as: grade books and report cards, lesson plans, attendance records, and behavior/discipline records.
- Maintains a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- Maintains the privacy and confidentiality of student records and professional matters.

Facility and Personnel Development

- Collaborates with staff to improve student learning and achievement in the regular education classroom.
- Collaborates with colleagues demonstrating a model of connected educators and develops positive working relationships with students, parents, and school staff.
- Maintains order and discipline among the pupils, safeguarding their health and safety.
- Actively involved in decision-making on the preparation and development of policies and programs of study, teaching materials, resources, methods of teaching, and pastoral arrangements.
- Participates in ongoing, job-embedded staff professional development to ensures their personal and professional growth, as well as the success of every student.
- Performs all other job duties as assigned.

Qualifications, Education and Experience

Necessary and desirable qualifications include, but are not limited to, the following:

- Must have a passion for improving educational opportunities for urban students and for building a strong, mission-driven organization.
- Commitment to continued personal and professional growth, and a commitment to the company's mission, vision, and growth.
- Exceptional interpersonal, communication and presentation skills
- Effective organizational skills with the ability to perform multiple tasks.
- Proven effective classroom instructional and management skills.
- Experience with personalized student advising and motivation skills.
- Has demonstrated ability to work effectively with all stakeholders.



- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels.
- Willingness to go above and beyond to support students in achieving academic goals.
- Ability to maintain high level of confidentiality and use sound judgement in all aspects of the job.
- Proficiency in the use of technology
- Must complete a BCI/FBI Background check and be in compliance with Ohio Administrative Code Rule 3301-20-01.
- Education Preferred:
 - Bachelor's degree required.
 - Master's degree preferred.
 - Current ODE License as an Intervention Specialist required.
 - Highly Qualified Teacher (HQT) status in teaching assignment
- Experience preferred:
 - 1–2 years' experience working with students with disabilities
 - Experience with ETRs and IATs as well as writing IEPs

Working Conditions

This job is performed in a generally clean and healthy environment. The employee may be required to deal with students with behavioral risks. The employee may occasionally have to restrain students.

This position may require attendance at meetings outside of regular work hours (e.g., early morning, after school).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Reasonable accommodations can be made to employees with qualified disabilities who can perform the essential functions of the job, so long as there is no undue hardship created upon the organization or other employees within the organization.

Supervision Received

Occasional, minimal guidance, but follows established work methods.

Direct Reports

None.

Conclusion



This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications, or physical demands associated with the position.

Approved by:	
Employee Signature:	
Date Approved:	