

**Kaleidoscope Charter School  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Academic Interventionist	K-12	Principal
<b>JOB OUTCOME:</b> Under the direction of the Principal the Academic Interventionist will work with small groups of children identified as at-risk in Reading and/or Math. The Academic Interventionist will also work closely with the building administration and faculty, as well as parents, to ensure student learning.		
Updated 10/2015		EXEMPT POSITION

**Academic Interventionist duties/responsibilities include:**

**TASK 1: DATA ANALYSIS**

- Analyze student data including NWEA MAP Data, DIBELS, MCA scores, and classroom data to identify students for remedial services.
- Maintain records of interventions and progress monitoring to insure fidelity of the remedial process.

**TASK 2: ACADEMIC INTERVENTION**

- Plan and deliver instruction to individual and small groups of students who have demonstrated academic needs in core areas.
- Use identified scientific, research-based interventions focused specifically on individual student needs.
- Implement model of increasingly intense student intervention.
- Participate in universal screening activities and assist with the analysis of the data to identify students in need of services.

**TASK 3: COLLABORATE WITH STAFF**

- Provide data to Academic Development Team and school administration to help guide decisions about building initiatives.
- Provide data to teachers and school administration to help guide decisions about student progress and programming.
- Develop and maintain positive and harmonious relationships with coworkers and other members of the KCS community.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Attends staff, Individual Education Plan meetings and committee meetings as required.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Knowledge/Skills:**

- Knowledge of principles and process for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of clerical procedures such as word processing, mailings, designing forms, and other office procedures and terminology.
- Knowledge of computers and computer programs including Microsoft Office, Synergy student information systems or related applications.

**EDUCATION and/or EXPERIENCE**

**Education:** Bachelor’s Degree in Education.

**Experience:** Experience working with academic intervention and remediation preferred.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret general business procedures and regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Experience in working with and preparing budgets and the ability to read and interpret fiscal reports.

**COMPUTER SKILLS**

Must be knowledgeable of current school software, and a variety of electronic tools. Must be capable of correspondence using e-mail or other web-based applications.

**REASONING ABILITY**

Analyze problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid and current MN Teachers License.
- CPR/First Aid or the ability to obtain

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.