

MAYFIELD CITY SCHOOLS
JOB DESCRIPTION

Title: INTERVENTION SPECIALIST

Qualifications:

1. Holds valid Ohio teaching certificate or license in Special Education.
2. Holds a minimum of a Bachelor's degree from a college or university accredited in teacher education.
3. Has experience working with special needs students.
4. Able to design, adapt, modify and implement instruction to meet the individual needs of students.
5. Able to arrange and coordinate schedules.

Physical/Other Requirements:

1. Ability to move about the building and property site including climbing stairs.
2. Ability to read small print with corrective lenses.
3. Ability to lift and move objects such as boxes of paper, books and related materials.
4. Sufficient ability to hear the conversational voice with or without hearing aid.
5. Sufficient ability to speak and be understood under normal circumstances.
6. Suited for situations that require the ability to interact well with other people, but also the ability to work alone.
7. Ability to lift and provide personal care.
8. Occasional exposure to blood, bodily fluids, and tissue.

Reports to: Building Principal

Job Goal: To provide identified handicapped students with a program that will enable the student to reach his/her fullest academic, physical, emotional, psychological and behavioral potential.

Responsibilities:

- * 1. Determines specific learning problems, skill deficiencies, or social adjustment difficulties of students and initiates, develops, and implements remediation programs in these areas.
- * 2. Develops lesson plans for and teaches self-contained and co-taught classes in subjects identified by the IEP, using the state approved academic content standards as the guide.
- * 3. Gives assignments and grades student work consistent with standards of regular education teachers.
- * 4. Prepares interim progress reports and quarterly grades based on assignments in self-contained classes.
- * 5. Provides students with initial instruction and supplemental instruction to reinforce co-taught classes or regular classroom instruction, including but not limited to, checking student agendas and homework assignments, preparing study guides and rubrics, modifying curriculum and tests as necessary, reviewing and reteaching concepts taught by the regular classroom teacher, reviewing for tests and quizzes, taking notes for students, reading tests and assignments to students in small groups, assisting students with organizational skills.
- * 6. Helps students to identify academic and social problems and provides coping strategies to address those problems.
- * 7. Establishes standards of individual student behavior that may require gathering and maintaining data such as student logs and behavior charts.
- * 8. Works closely with other teachers by suggesting instructional strategies to help students maintain satisfactory classwork, homework and behavior.
- * 9. Helps parents understand the specific problems of the student and the goals and operation of the program, apprising parents of problems and progress.
- * 10. Coordinates all assessment, recording, and reporting activities for an assigned caseload of identified handicapped students, contributes data and records for multi-factored evaluations, writes Individual Education Plans, completes quarterly supplemental IEP progress reports, communicates with program administrators and parents, and ensures that legal mandates and timelines are followed.
- * 11. Performs basic accounting and recordkeeping functions pertinent to the Special Education tutoring program.
- * 12. Keeps abreast of new developments in the field by reading journals and publications, attending professional meetings and seminars and discussing problems of mutual interest with others in the field.
- * 13. Assumes responsibility for noninstructional duties as assigned by the building administration, such as homeroom, cafeteria, hall duty, study hall, etc.
- * 14. Collaborates with colleagues to work toward achieving department and building goals.
- * 15. Performs all other reasonable duties as assigned by building principal or Director of Special Pupil Services.

* Essential Function.