



Intervention Services Specialist

Hired by: Director of Teaching and Learning Reports to: Director of Teaching and Learning

Evaluated: Annually FLSA: Exempt

Schedule: 9 months Supervises: Educational Aide

The Intervention Specialist is responsible for providing educational support to students identified with learning disabilities in kindergarten through 12th grade. The individual provides appropriate accommodations and support to access the curriculum for a variety of student needs. Their duties include identifying the individual needs of their students, creating a supportive and effective learning environment, and ensuring their students have the resources they need to succeed. The intervention specialist works collaboratively with the general education teachers and intervention specialists on the student's educational team.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior.
- Actively engage in the life and ministry of an evangelical church.
- Pursue a life of spiritual development through regular study of scripture and prayer.
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith.
- Believe and support the school's statement of faith (Statement of Faith of the Fellowship of Grace Brethren Churches located on the school's website)
- Agree to abide by the Lifestyle Statement.

Professional Responsibilities (essential)

- Administer assessments to identify students in need of academic intervention.
- Develop and implement a plan for academic assistance for students as needed.
- Communicate the plan and progress to parents of tutored students on a regular basis.
- Collaborate with teachers in designing intervention to maximize student progress in the classroom.
- Collaborate with classroom teachers to identify and schedule students to be tutored the following year.
- Secure permission from parents of tutored students to provide services.
- Serve as a member of the educational support team.
- Attend meetings to review educational-psychological assessments of students who have been evaluated by a school psychologist and to formulate a plan of intervention.
- Update IEPs/Services Plans on an annual basis.
- Proctor standardized assessments to students on IEPs/Services Plans.
- Arrange for appropriate student accommodations for standardized testing as provided by IEPs/Services Plans/Accommodation Plans.

- Prepare a schedule for grade level meeting times.
- Demonstrate an understanding of the subject content and the art of teaching.
- Demonstrate knowledge of students learning styles, personalities and educational needs.
- Use a variety of educational resources while planning and implementing lessons.
- Design coherent instruction.
- Communicate clearly and accurately using proper conventions of the English language.
- Engage students in learning, including recognition of various learning styles.
- Provide formative feedback to students.
- Reflect on previous intervention in a way that promotes instructional improvement.

Professional Requirements

- Undergraduate degree in education required
- Exceptional interpersonal skills required.
- Proficient Microsoft Office (specifically Word and Excel) skills required.
- Self-Starter: Ability to take initiative, work independently, and hold oneself accountable.
- Organized and Deadline-Oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
- Resourceful: Aptitude for finding creative and effective means for meeting goals.
- Creative: Ability to develop original ideas.
- Problem-Solver: Capable of finding solutions to challenges and obstacles.
- Flexible: Willingness to adjust schedules and priorities as needed.
- Team Player: Ability to work effectively with others.
- Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals.
- Coachable: Willingness to take direction, receive suggestions, and to be challenged.
- Trustworthy: Commitment to abide by a strict code of confidentiality.
- Exude professionalism
- Maintain a valid Ohio Department of Education teaching license in Special Education.
- Provide a certificate of liability insurance.

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Chemicals/Solvents	X		
Noise	X		
High stress		X	
Interruptions	X		
Overtime necessary		X	

Climbing stairs	X		
Standing/Sitting/Walking/Bending			X
Kneeling	X		
Reaching over shoulder		X	
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 50 lbs.	X		
Telephone			X
Fax/Copier		X	
Computer/Printer			X
AV Equipment		X	
Summon emergency help	X		
Apply CPR/First aid	X		

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Communicate data			X
Prepare reports		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature