

**JOB TITLE:** Intervention Specialist

**EMPLOYMENT STATUS:** Full-time 185 days, Salaried

**PAY GRADE:** Per Master Agreement

**SUPERVISOR:** Satellite Supervisor/Site Supervisor

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**POSITION DESCRIPTION:** The Intervention Specialist will assume responsibility for the delivery of quality education that will ensure that maximum learning can take place and help special needs students learn subject matter and skills that will contribute to their development as mature and responsible citizens.

**MINIMUM QUALIFICATIONS:** To be qualified for this position, applicants must possess:

- Valid Intervention Specialist licensure through the Ohio State Board of Education or Education of the Handicapped (9-12) certificate;
- Willingness and ability to work with students and staff as a team member;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

*The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.*

*An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.*

- Demonstrate proficiency in academic subject areas assigned for students with special needs;
- Provide individual and group instruction to meet needs, interests and ability of special needs students;
- Develop, modify and use approved curriculum (course of study, lesson plans) following district guidelines;
- Be available to parents, students and/or sponsoring agencies for education related purposes;
- Serve as IEP team leader, write IEP's as required, schedule EIP reviews and meetings as needed;
- Communicate student progress on a regular basis to counselor and VOSE coordinator.
- Responsible for the continual improvement of program curriculum and delivery, including assessment materials and course of study;
- Maintain accurate records and reports on student progress in the classroom;
- Attend and actively participate in all staff meetings/events, student ceremonies, trainings, and Board of Education meetings and accept committee assignments as necessary and assigned;
- Actively participate in advisory committee meetings as required or assigned;
- Responsible for organization, care and inventory of instructional supplies and equipment;
- Assist in the recruitment and retention of students;
- Develop effective relationships with staff and the community;
- Contribute to the creation of an environment of high achievement, continual improvement, professional growth, and acceptance;
- Maintain high standards of ethics, honesty and integrity in all matters;

- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Maintain confidentiality of student and other information;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Be willing and able to devote the time and effort necessary to do the job effectively;
- Create a safe and appropriate classroom environment that is conducive to learning, appropriate to the maturity and interests of the students, clean, and equipped with adequately maintained equipment;
- Follow state and district requirements and guidelines for program/subject area;
- Complete, submit/utilize reports and forms as the position requires;
- Confer with supervisor regarding progress, concerns, and recommendations;
- Utilize school resource personnel as required to improve student performance;
- Develop a plan to involve parents/guardians in the education of their son/daughter.
- Provide required safety instruction and documentation;
- Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, CTSO accounts, etc;
- Assume responsibility for overall discipline;
- Comply with applicable state and federal regulations e.g. OSHA, OCR;
- Report the presence of unauthorized or atypical visitors;
- Assess student comprehension and provide re-teaching when necessary;
- Project a positive image of career technical education;
- Update and improve professional competence by adhering to professional development requirements for license renewal;
- Promote, include, and support Career Technical Student Organization activities as prescribed;
- Model non-discriminatory practices in all activities;
- Report incidents (e.g. fights, suspected child abuse, harassment, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and Board Policy;
- Promote positive work habits in students;
- Perform other tasks, consistent with the position, as may be assigned

### **OTHER DUTIES AND FUNCTIONS**

- Track student progress in academic classes.
- Troubleshoot and maintain equipment in good repair.
- Attend appropriate school-related activities.
- Perform duty assignments e.g. parking lot, cafeteria, restroom, courtyard.
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of ethical principles and democratic values.

### **ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to inclement weather driving conditions; interaction with unruly children and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

Access to a mobile phone is expected/typical for timely communication, including calls, emails, and text messages related to work responsibilities.

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 of the job.*

### **EVALUATION**

Staff shall be evaluated in accordance with Board Policy and the Master Agreement

Reviewed and Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_