

Campus Intervention Specialist

Job Description:

Coordinates all assessment, 504, and student intervention-related processes for the campus.

Major Responsibilities and Duties:

- Coordinates the multi-tiered systems of support involved in the RTI (Response to Intervention) process.
 - Trains staff in the RTI/MTSS model
 - Assists in identification of students in need of intervention on campus.
 - Sets up and coordinates associated meetings
 - Maintains required paperwork and integrity of the process, intervention strategies, assessment processes, and timelines.
 - Monitors implementation and fidelity of interventions.
 - Coordinates RSA processes and required documentation.
 - Coordinates all district assessments and follow-up processes for the campus, including but not limited to training, distribution, and scoring.
 - Coordinates all national assessments (e.g., CogAt, NAEP, etc.) including distribution, administration, and follow-up processes.
 - Coordinates all aspects of state assessments, including campus trainings, secure materials management, administration, accuracy of demographic coding, and provision of student accommodations, and score reporting.
 - Serves as campus contact/trainer for software programs related to assessment (e.g., STAR, Imagine Learning, Waterford, etc.)
 - Coordinates and leads campus grade retention process
 - Attends regular district meetings of CIS to train and monitor consistency across the district in assessment, response to intervention, section 504, and initial special education referrals.
 - Job responsibilities will be defined and monitored at the district level through Assessment, 504, and RTI contacts. No additional responsibilities should be assigned by campus personnel.
 - Performs other duties as the superintendent may assign.
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Evaluation:

District and campus administration jointly evaluate the person and their performance using district-developed evaluation tool.

Experience and Qualifications:

- Education/Certification
 - Bachelor's Degree
 - Teacher Certification
- Experience
 - RTI/RSA Lead Experience Preferred
 - Campus Leadership Experience Preferred
- Special Knowledge/Skills:
 - Well-Organized
 - Self-starter and completes tasks independently
 - Concrete-sequential in thinking and approaching tasks
 - Exhibits attention to detail
 - Can multi-task
 - Able to effectively facilitate meetings
 - Grasps new learning and applies with very little support
 - Student-focused
 - Respected by peers
 - Able to establish positive relationships with parents
 - Able to remain positive and calm in stressful situations
 - Ability to maintain confidentiality

Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

- Mental Demands:
 - Work with frequent interruptions
 - Maintain emotional control under stress
- Physical Demands:
 - Prolonged sitting
 - Occasional bending/stooping, pushing/pulling, and twisting