

CENTERVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: INTERVENTION SPECIALIST

File 319

Reports to: Assigned administrator/supervisor

Job Objective: Works with families, students, and teachers to identify barriers limiting access, academic progress, and/or active participation. Develops goals and objectives with benchmarks for identified students.

Minimum Qualifications:

- Holds/maintains required Ohio Department of Education credentials.
- Acts according to the Licensure Code of Professional Conduct for Ohio Educators.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, stooping, and using a traditional keyboard.

¹ Abridged listing of U.S. Department of Labor physical demand characteristics.

Note: Legally acceptable alternative qualifications, additional assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Develops and manages individualized learning strategies for students falling below district standards. Documents student progress to gauge the efficacy of interventions.

- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Schedules regular meetings to address concerns related to caseload responsibilities.
- Participates in the Evaluation Team Report (ETR) process and parent/student conferences.
- Uses comprehensive assessments to obtain objective student data. Plans services relevant to needs. Supports student access to inclusive educational opportunities.
- Assists with Functional Behavioral Assessments (FBA). Helps develop Behavioral Intervention Plans (BIP) that target and change undesirable behaviors.
- Prepares legally compliant Individualized Education Programs (IEPs). Identifies current levels of performance, short-term objectives, annual goals, service duration, evaluation procedures, etc.
- Helps families and staff understand how the Individualized Educational Plan (IEP) and Specially Designed Instruction (SDIs) support educational goals and objectives.
- Develops lesson plans consistent with state learning standards and district curriculum goals.
- Aligns teaching strategies with the learning styles of students. Implements evidence-based instructional strategies that produce quantifiable benefits within well-defined time frames.
- Provides a highly structured learning environment. Advances academic performance using behavior modification, guided instruction, and peer group accountability. Helps students acquire appropriate functional skills (e.g., communication, self-regulation, socialization, etc.).
- Implements developmentally and cognitively appropriate extensions of classroom instruction. (e.g., environmental and instructional accommodations, push-in/pull-out support, etc.).
- Uses formative and summative assessments to track student progress. Provides timely feedback.
- Administers medications, performs emergency procedures, and prepares documentation as trained.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Proctors mandated testing activities. Upholds test security procedures.
- Ensures student lists, lesson plans, and teaching materials are readily available for substitutes.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.

- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and, to protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.