

**EUCLID BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Interventionist
<b>Reports to:</b>	Building Principal
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Provide instructional services for students within the district
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Implements Euclid City Schools Board of Education and administrative policies, rules, regulations, and directives
- Ensure safety of students
- Assess the students using district assessments
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Compile and maintain intervention portfolios and reports on intervention services
- Progress monitor students using district assessments
- Utilize computer to establish and maintain student data
- Facilitate small group math and reading interventions determined by the district in both pull-out and push-in models
- Collaborate with colleagues, students and parents
- Establish and maintain positive relationships with parents through effective use of progress reports, notes and/or conferences
- Provide instruction to students in the locations and at the times designated
- Assess the accomplishments of students on a regular basis and provide progress reports as required
- Refer students suspected of learning disabilities for diagnosis, seeking the assistance of district specialists as required
- Follow the scope and sequence of the instructional program as defined in the content standards which have been approved by the Board of Education
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher, facilitator and information source in subject area specialty
- Teach new concepts and facilitate different activities enabling students to learn in different ways
- Participate on building "teams" when requested
- Maintain respect for confidential information
- Attend meetings and in-services per negotiated agreement
- Contact parents through use of interim reports, report cards, and/or conferences
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., home and discipline situations, medical background and family history
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required by Superintendent or designee

**Other Duties and Responsibilities:**

- Prepare reports as requested
- Must participate in on-going professional development
- Must attend pre-school workshop – up to five full days
- Perform other duties as assigned by the Building Principal

**Qualifications:**

- Criteria as set by State Certification Authorities
- HQT status required
- Alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Knowledge of academic area and teaching methodology
- Basic knowledge of all other subject matter
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Experience working with children
- Training in varied instructional methods
- Basic computer skills
- Excellent reading comprehension

**Equipment Operated:**

- VCR
- Overhead projector
- Computer
- Copy machine
- Calculator
- Typewriter
- Camcorder
- Telephone
- Television

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

**Required Testing**

None

**Certificates**

Appropriate ODE License

**Continuing Educ./Training**

Public School Works Annually as directed by BOE

**Clearances**

Fingerprint/Background Clearance

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: July 21, 2016