

JOB DESCRIPTION

POSITION: **INTERVENTION SPECIALIST**

RESPONSIBLE TO: Building Administrator, his/her designee; Director of Instruction

EMPLOYMENT STATUS: Supplemental Contract

W.E.A. STATUS: Exempt

GENERAL RESPONSIBILITY:

Work with students, staff and/or the Building Principal in support of all aspects of the MCDAC Program's general operation procedures. Duties include, but are not limited to, instruction and/or direction of individuals/groups of students using research-based materials consistent with the LIFESKILLS/QUEST curricula. Additionally, work with Building Principal and other school personnel as to the general operations/direction of the program in promoting positive public relations.

QUALIFICATIONS:

1. High school graduate or equivalent and current Counselor/Teacher Licensed preferred.
2. Good organizational/communication skills. Ability to communicate clearly and articulately.
3. Ability to work cooperatively with other personnel.
4. Ability to give and follow directions.
5. Ability to perform clerical skills including, but not limited to, filing, copying and recordkeeping.
6. Must enjoy working with school-age students. Must have patience and be cheerful.
7. A working knowledge of copiers, faxes, and other devices commonly used in public schools, as well as knowledge of computers and e-mail.
8. Ability to maintain confidentiality.
9. Ability to successfully complete Crisis Intervention training.
10. Show initiative and anticipate upcoming issues.
11. Successful validation of qualifications as determined by interview.
12. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.
13. Ability to perform items as listed in the essential duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strive to remain current with knowledge, skills, and abilities as related to position. General working knowledge of computers, good organizational skills, good communications skills, good people skills, able to develop good interpersonal relations skills, able to relate to students, must be patient, cheerful and have good listening skills.

ESSENTIAL DUTIES:

Essential functions may vary from time to time and from assignment to assignment within the program. Therefore, the essential functions listed below are not all inclusive. They are in fact intended only to provide a general flavor of the types of duties associated with the position. They are simply a sampling of the types of duties assigned.

1. Provide services to students in areas of mental health, intervention of drug, alcohol, tobacco and other drug use and abuse.
2. Conduct small groups in area of prevention, education and intervention of use as it relates to the above list.
3. Provide individual counseling for both mental health issues and for needs relating to the above list.
4. Collaborate with School Counselors on at-risk-student interventions.
5. Assess students for referral to community agencies.
6. Collaborate with community agencies and school personnel to provide resources to students as needed.
7. Communicate with and educate parents regarding mental health issues and substance abuse issues.
8. Attend meetings with School Counselors and Prevention Specialists as requested by Lead Counselor/Building Administrator.
9. Supervise students (small or large group) in classroom setting and emphasize your expectations of them.
10. Communicate when necessary with other staff members.
11. De-escalate behaviors of students and provide positive responses.
12. Prepare and maintain requested/required records, reports, and other documents.
13. Make copies, run overhead projectors, operate fax machines, telephones, computers, laminators, and other equipment typically found in the public school setting to accomplish assigned tasks.
14. Maintain good attendance.
15. Maintain confidentiality.
16. Report areas of concern regarding issues or discipline in the classroom, buildings, and/or on school property. Report any safety concerns or other issues of concern to the immediate Supervisor/Building Principal.
17. Communicate with teachers/parents/community in a manner that fosters positive relationships for the school system. Discretion is critical in terms of communication with parents concerning children.

OTHER RESPONSIBILITIES:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the position as assigned.
4. Promote safety practices and procedures consistent with OSHA and PERRA standards.
5. Conduct other duties as required by the Administrator.

EQUIPMENT OPERATED:

Operate as directed all equipment related to position that may include, but not limited to:

Computer	Multi-function telephone
Copier	Fax
Laminator	TV/VCR
Recorder	Overhead projector

Movie projector

PA system

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Occasional work outdoors.

TERMS OF EMPLOYMENT:

The Wadsworth Board of Education in accordance with the Master Contract determines salary, work year, and terms and conditions of employment.

EVALUATION:

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Master Contract will evaluate performance of this position.

Note: The above lists are not ranked in order of importance. 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. The employee will be required to follow the instructions and perform the duties required by the incumbent's Supervisor, appointing authority, or designee.

 Superintendent or Designee

 Date

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

TITLE: Intervention Specialist