

**WESTLAKE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **INTERVENTION SPECIALIST**

**File 11**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Develops student learning experiences using differentiated curricula and instructional strategies.

- Minimum Qualifications:**
- Holds/maintains required state department of education credentials.
  - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
  - Effective communication, problem-solving and time management skills.
  - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**
    - Works closely with other service providers to support unified classroom lessons.
    - Implements strategies to improve family involvement and support for program activities.
    - Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
    - Develops and implements lesson plans aligned with state standards and district curriculum goals.
    - Evaluates student academic needs and learning styles.
    - Differentiates instructional techniques to effectively advance student learning.
    - Facilitates the integration of new technology in all areas of the curriculum.
    - Uses formal and informal assessment strategies to monitor student progress.
    - Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
    - Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
    - Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
    - Facilitates/supports the least restrictive environment for the placement of students with disabilities.
    - Conducts academic assessments for Multi-Factored Evaluations (MFE) as requested.
    - Facilitates Individualized Education Program (IEP) meetings. Prepares draft and final IEPs.
    - Prepares and transmits legally compliant special education documents by required deadlines.
    - Participates in manifestation determination and functional behavior assessment meetings.
    - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
    - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
    - Evaluates student achievement/performance. Prepares progress reports.
    - Substantiates data on IEP goals/objectives as required.
    - Regularly communicates academic, behavioral and social-emotional related matters to parents.
    - Proctors state and district testing activities. Upholds mandated security procedures.
    - Identifies alternative assessment methods when warranted.
    - Ensures student lists and teaching materials are readily available for substitutes.
  - 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
    - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
    - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
    - Contributes to an effective working environment. Performs all aspects of the job.
    - Encourages community involvement in school-sponsored activities.
    - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
    - Keeps an acceptable attendance record and is punctual.
    - Maintains a professional appearance. Wears work attire appropriate for the position.
    - Participates in the development of best practices and advancement of academic standards.
    - Respects privacy. Maintains the confidentiality of privileged information.
  - 3. Maintains open/effective communications. Serves as a reliable information resource.**
    - Prepares and maintains accurate records. Submits required paperwork on time.
    - Provides prompt notification of personal delays or absences.
    - Refers policy interpretation questions to an appropriate administrator.
    - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

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

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective student management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

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

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Westlake City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.