Winton Woods City School District
Job Description

Job Title: Intervention Specialist
Reports To: Principal
FLSA Status: Certified
Approved By: Board of Education
Approved Date: 10/28/02

GENERAL DESCRIPTION

Provides special needs students with academic instruction, enrichment education, social development and academic modification and adaptations within a resource and/or regular educational environment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Writes and implements lesson plans following state and district guidelines and Individualized Education Program (IEP) goals.
- Plans curriculum, lessons, modifications, accommodations and teaching methods and strategies needed to maximize the learning experience for special needs students.
- Provides to local, state and federal departments of special education, individual student and group progress as required by law.
- Writes, maintains and updates student's IEP and Multi Factored Evaluation (MFE).
- Provides daily crisis intervention services to students and families as appropriate.
- Collaborates with parents, professional staff and agencies regarding issues of each student as needed.
- Assists in screening, evaluating and placement of students.
- Prepares program reports and annual assessments/evaluations as appropriate and necessary.
- Utilizes a wide range of teaching materials and equipment including developmental learning materials, instructional games and resource activities.
- Establishes and maintains standards of responsibility and cooperative student behaviors.
- Monitors student progress in all educational settings.
- Maintains physical environment of the classroom.
- Uses appropriate assessment tools and evaluation instruments to evaluate student progress toward IEP goals and objectives.
- Follows all policies and procedures for the provision of special education as established by the Ohio Department of Education.
- Teaches a modified curriculum that parallels that being taught in regular education classrooms as appropriate with IEP goals.
- Adapts tests and grading procedures for special needs students in regular classrooms.
- Creates systems to develop, maintain and monitor appropriate behaviors.
- Serves as support in the inclusion subjects as specified on a student's IEP.
- Performs hall duties and other miscellaneous duties as applicable.
- Maintains up to date knowledge of technology utilized by the district.
- Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Directly supervises special education, classified employees. Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include training, planning, assigning and directing work and addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education
First aid training and CPR certification is required. Completion of communicable disease training is required. Attendance at child-abuse training as required by law.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk or hear and stoop, kneel, crouch or crawl. The employee frequently is required to stand, use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally must lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.