

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Intervention Specialist	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the direction of Title I Teachers or the Instructional Coach, the Intervention Specialist facilitates small group and one-on-one instruction with K-8 children needing assistance learning to read, do math or support with behaviors. The Intervention Specialist is trained in research-based reading and math strategies and using prescribed interventions. They are responsible for conducting weekly progress monitoring to ensure student is on track to read or do math at the associated grade level.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Intervention Specialist will work in focused areas:
 - a) Target areas dependent upon the results of school and district data
 - b) Instructional strategies-evidence based practices
 - c) Weekly progress monitoring for students performing below grade level
- Disaggregate and analyze data regarding student progress monitoring. Uses the data to improve student achievement and or program effectiveness and set student and/or grade level goals in consultation with the building principals and classroom teachers.
- Facilitates the implementation of interventions in the areas of reading and/or math.
- Facilitate response to intervention implementation framework in collaboration and direction from Instructional Coaches.
- Establishes and maintains effective communication with Instructional Coaches and Teachers.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, conferences, seminars, district and departmental meetings.
 - b) Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma			Associate's Degree
High school diploma or GED.			Major field of study or degree emphasis: Education and relevant instructional subject area(s).
1 year college	x	2 years college	
3 years college		4 years college	

	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Basic knowledge of subject material, concepts and issues related to grade/subject of assignment. • Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases). • Knowledge of instructional technologies (including ipads) and software, equipment, tools and devices used presenting instruction, student progress or other classroom administrative requirements of the district.
	2nd year graduate level	
	Doctorate level	

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Required Work Experience in Addition to Formal Education/Training:
Minimum of a completion of an Associate's Degree or Ability to pass the Para Pro Test

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Skilled in presenting materials and concepts in an understandable and grade appropriate manner. • Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies. • Ability to deal effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description created June 2010

Band/Grade: B-3-1 (updated January 2015)

Date Board Adopted: _____

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.