

## **Wyoming City School District Job Description**

**Job Title:** Intervention Specialist Teacher

**Reports To:** Building Administration

**FLSA Status:** Exempt

**Category:** Certified

**Board Adopted:** October 27, 2014

**Board Approved Revision:** March 28, 2022

### **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 students with disabilities.
- Reports individual student and group progress as required by law to local, state and federal departments of special education.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Writes, maintains and updates student's IEP and evaluations.
- 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 if students are accessing extended standards.
- Adapts tests and grading procedures for students with disabilities in regular classrooms.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Creates systems to develop, maintain and monitor appropriate behaviors.
- Serves as support in the cotaught subjects as specified on a student's IEP.
- Communicates with and supports the regular classroom teacher in matters relating to the education of specific learning disability students.
- Maintains up to date knowledge of technology utilized by the district.

## **SUPERVISORY RESPONSIBILITIES**

May directly supervise employees (e.g. aides, paraprofessionals). 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.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board 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.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree or higher in corresponding area.

## **LANGUAGE SKILLS**

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

## **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 sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move more than 50 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.*