



JOB DESCRIPTION: Intervention Coordinator - Upper School

Nature of the Position and Accountability

The Intervention Coordinator is responsible for leading the school's intervention programming. The Intervention Coordinator will collaborate with administrators and instructional leaders in assuring that effective instructional practices are occurring, and guiding staff in the process of using data to arrive at informed choices in making adjustments to instructional and intervention decisions and practices. The Intervention Coordinator will report directly to the Associate Head of School in fulfilling all duties.

Job Requirements

- Knowledge of multi-tiered systems of support (MTSS) model and implementation of a MTSS model in school settings
- Knowledge of secondary academic and behavior interventions to support high quality instruction for all students and to meet students' individual needs
- Knowledge of measurement tools for various levels of assessment
- Ability to use data for decision making regarding student needs
- Knowledge and experience with differentiated instruction
- Ability to work effectively with adults in a support role
- Experience as a presenter in workshops to teachers
- Ability to exhibit professionalism and effective human relations
- Ability to facilitate meetings and collaboration efforts with staff
- Effective oral and written communication skills

Performance Responsibilities

Tasks for this position include but are not limited to:

- Coordinate with administration to evaluate and enhance a multi-tiered system of supports within the upper school
- Support training and provide supervision for intervention coaches
- Coordinate with administration and instructional leaders to provide professional development to content area teachers and ed techs
- Identify and support processes for universal screenings for both academic and behavioral concerns
- Collaborate with instructional leaders in current areas of instructional techniques, organization, or practices, and pedagogical strategies; support teaching and learning while working with staff to implement instructional and intervention strategies; meet with teachers in small groups, departments, and individually
- Assist departments and teams in establishing decision-making processes for determining when students need interventions, identifying student needs, developing intervention plans and implementing appropriate interventions promoting collaborative team processes and coaching teams through conflict
- Create and support a system to measure progress and document individual student progression

- Model effective instructional techniques within classrooms during designated intervention time

Qualifications

- A minimum of five years secondary teaching or counseling experience preferred
- Master's Degree in Education preferred
- A strong background in effective implementation of intervention strategies preferred