ST. MARY’S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION

INSTRUCTIONAL LEAD INTERVENTIONIST

POSITION: Instructional Lead Interventionist
REPORTS TO: Chief Academic Officer
LOCATION: Department of Curriculum and Instruction

NATURE OF WORK: This is a professional position to meet the instructional goals of the school and school system by facilitating and delivering instructional interventions effectively to ensure student achievement specifically for grades K-2. This position works with and interacts with other staff to provide additional supports, analyze assessments of students, support teacher delivery of Tier 1 whole group and small-group instruction, and provide professional development for parents, teachers, and support staff.

ESSENTIAL FUNCTIONS:

● Direct and evaluate student learning experiences;
● Provide guidance to students to promote educational development and welfare;
● Provide care and protection of school property;
● Supervise student activity on school property;
● Plan and coordinate the instructional program in accordance with the current curricula;
● Work in conjunction with other instructional staff to improve the delivery of instruction;
● Interact in a positive manner with students, staff, and parents/guardians;
● Complete necessary reports timely;
● Possesses strong organizational skills and attention to detail;
● Demonstrates ability to integrate technology in instruction;
● Plan and deliver professional development; and
● Report to work on time and daily.

DUTIES AND RESPONSIBILITIES: This position will provide the following service for eligible students and staff servicing these students:

● Assumes major responsibility for the instructional support of the grades K-2 reading and literacy initiatives;
● Facilitates collaborative team discussions and other data-based decision-making sessions;
● Works collaboratively with all K-2 staff and support service providers working with students within schools;
● Provides leadership in program implementation and prepares required reports in a timely manner;
● Models and provides coaching for other staff providing service to students, focusing on areas identified through universal screening and other summative and formative assessments;
● Models and shares best instructional strategies for SMCPS administration and school-based staff through direct modeling; information sharing at Professional Development sessions; and/or through electronic communication such as newsletters;
● Provides mentoring and support for teachers and staff providing service to students;
● Supports classroom teachers, with the administration and interpretation of formal and informal assessments;
● Conducts professional development for parents, teachers, and support staff;
- Relates well to students, colleagues, parents, and community members;
- Analyzes data to impact instruction;
- Schedules support staff to provide targeted literacy interventions as indicated by ongoing data analysis; and
- Other duties as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC, in the current school year, required;
- Holds valid endorsement in elementary education, required;
- Minimum of four years of successful teaching experience, required;
- Letter of recommendation by current principal/immediate supervisor, required;
- Preference given for a candidate that is currently an Instructional Resource Teacher; or holds a Master’s degree in curriculum and instruction; or holds a current and valid endorsement as a reading specialist; and has been LETRS trained and
- Knowledge of curriculum and staff development.

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 05.17.2023