

# 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