



JOB DESCRIPTION

Position Code: 277
Work Group: SJTA
Salary Range: Certificated
Work Days: 185
Page 1 of 2

POSITION TITLE: Academic Intervention Specialist

DEFINITION: Under administrative supervision, provide coaching and instructional support to classroom teachers and school sites about the selection, use, and parameters of specific interventions for all content areas and for all grade levels; model and structure intervention program delivery for school sites.

DIRECTLY RESPONSIBLE TO: Site administrator or designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Coach school site team in the selection of effective, evidence-based instructional interventions and strategies.
2. Provide assistance in designing and implementing targeted push-in or pull-out intervention to small groups of students before, during, and after school.
3. Provide support in gathering and evaluating data obtained for intervention efforts.
4. Collaborate with site leadership teams to evaluate the effectiveness of and make adjustments to intervention programs.
5. Assist in the purchase of software and equipment needed for certain types of intervention.
6. Model and support teachers in providing intervention within the tier one framework.
7. Collaborates with Learning Support Center staff in the delivery of intervention services.
8. Help coordinate and organize academic intervention tutors on school sites to assist with intervention activities.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university; minimum of three years of effective instructional experience in K-12 institution(s); demonstrated ability to improve student learning and achievement; experience in providing professional development, mentoring and/or teacher support; experience working with diverse groups of stakeholders including certificated and classified staff, site administrators, parents, students, business partners, and community members; experience in project planning and coordination.

Licenses and Certificates:

- Possession of a valid California credential, or equivalent

Knowledge, Skills, and Abilities:

- Strong research skills
- Strong coaching and facilitation skills
- Knowledge of current trends in educational research and effective, research-based instructional practices

Academic Intervention Specialist

Page 2 of 2

- Knowledge of various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools
- Ability to communicate clearly and concisely, orally and in writing, with multiple audiences
- Ability to develop project timelines and schedules, track progress, implement projects, and evaluate effectiveness
- Ability to work within a diverse team and with a variety of district, community, and university partners

WORKING CONDITIONS

Work Environment:

- Indoor classroom environment
- Continuous contact with staff, students, and the public
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Sufficient vision to read printed material
- Sufficient hearing to conduct in-person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/29/2016