

Position: Interventionist/Data Entry/Graduation Coach

Reports to: HS Principal

Summary: Assists teachers, secretary, counselor, Gear Up Liaison and principal in general daily activities.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Provides academic support to teachers for at risk students;
2. Assists in small group pupil instruction; tutors' pupils at teacher's request;
3. Assists office personnel with data entry;
4. Assists with online program student tracking and data entry;
5. Assists with the setup of the classroom and prepares materials for specialized instructional units.
6. Covers in classrooms as a floating substitute while another is called in.
7. Operates standard school equipment such as laminator, copier, audiovisual, etc.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Completed at least two years of study at an institution of higher learning; or obtained an associate's degree (or higher); or met a rigorous standard of quality and can demonstrate such knowledge through assessment. High school diploma or general education degree (GED) is required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, in addition to using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both verbally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees 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 met to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 lbs. such as moving or rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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 loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.