

Job Description

Position Title	Response to Intervention (RtI) Specialist			
Building	Varies		Department	Elementary
Hours	Salaried		Supervisor	Building Principal or Appropriate Supervisor
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier	

Primary Function	Under the direction of the building principal or appropriate supervisor, supports the three-tier model of progressive interventions for literacy, math, and behavior at both elementary sites.
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Essential Duties	
1	Tier I – Supports a high-quality classroom experience for all students by: <ul style="list-style-type: none"> ➤ Supporting teachers and administrators in using data to identify students' areas of strength and opportunity; ➤ Supporting teachers and administration in establishing and supporting research-based instructional practices literacy, math, and positive behavior supports.
2	Tier II – Supports teachers and administrators in developing and implementing secondary interventions by: <ul style="list-style-type: none"> ➤ Using data to identify and group children who require additional literacy, math, and behavior supports; ➤ Developing appropriate behavior interventions for groups of students in the areas of literacy, math, and behavior.
3	Tier III – Coordinates individualized interventions by: <ul style="list-style-type: none"> ➤ Using data to identify individual students who require additional literacy, math, and behavior supports; ➤ Developing appropriate interventions for individual students in the areas of literacy, math, and behavior.
4	Oversees data collection and progress monitoring at every tier.
5	Coordinates the elementary schools' PBIS program including at weekly Data Leadership meetings; twice monthly at PBIS meetings; and at twice monthly Solution Focus meetings at both elementary sites.
6	Responsible for other reasonable duties as may be assigned by the supervising administrator(s).
7	Responsible for keeping his or her portion of the website updated.
8	Performs other duties of a similar level or type as defined in the master contract.

Minimum Qualifications	Bachelor's Degree in Education with appropriate licensure from the Minnesota Department of Education.
Knowledge Required	<ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of learning theory and approaches. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Knowledge of subject material, concepts and issues related to grade/subject of instruction.
Skills Required	<ul style="list-style-type: none"> • Skill in planning and developing lesson plans consistent with approved curriculum. • Skill in presenting complex materials and concepts in an understandable and level appropriate manner. • Skill in assessing and evaluating student performance and needs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>