

St. Helens School District  
St. Helens, OR

Job Description



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# STUDENT INTERVENTION SPECIALIST

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**Reports To:** School Principal/Building Administrator  
**FLSA Status:** Non-Exempt

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## JOB SUMMARY

This individual will support the school's Trauma Informed Care work. The main function of this role will be to support students struggling to maintain and develop self-regulation. The S.I.P. Coordinator will push into classrooms to support interventions in the classroom such as a wellness corner or assist students in accessing sensory or calming activities in a wellness room within the school so that the student is ready to re-engage in classroom instruction. The S.I.P. Coordinator will work closely with the principal regarding student behavior intervention plans and will coordinate information with teachers and staff.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Provide student self-regulation support in the classroom.
  2. Support student's accessing a wellness corner or wellness room's sensory and calming tools as well as other interventions designed to help students regulate their emotions.
  3. Develop trusting relationships with students and staff to best support their needs.
  4. Implement and support behavior intervention plans.
  5. Communicate closely with the principal regarding student behavior intervention plans.
  6. Coordinate information with teachers and staff seeking input.
  7. Communicate to teachers and administrators regarding student progress.
  8. Maintain records and document successful intervention strategies.
  9. Act as a resource and support for teachers.
  10. Provide weekly reports of S.I.P. activities as directed.
  11. Other duties may be assigned by the administration.
  12. Other duties as assigned.
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## SUPERVISORY RESPONSIBILITIES

None

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**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.*

1. High School diploma or General Education Degree (GED).
2. Ability to communicate orally and in writing with students, teachers and administrators.
3. Ability to work as a team with teachers and administrators, and follow through with decisions made.
4. Demonstrate initiative and motivation.
5. Have working knowledge of the developmental needs of students and the ability to communicate successfully and develop rapport with students.
6. Enter data and generate reports from the web-based computer program.
7. Ability to set consistent time limits as well as to provide understanding of those struggling with behavioral issues.
8. Experience and training working with students struggling with emotional and behavioral issues.
9. Maintain an Oregon Driver's License.
10. Other qualifications as deemed necessary by the Superintendent.

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**SALARY**

As negotiated in the OSEA agreement.

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**EVALUATION**

In accordance with negotiated OSEA agreement and district policy.

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**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 made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

**In an 8-hour workday, this job requires:**

**R** - Rarely (Less than .5 hr per day)

**O** - Occasionally (.5-2.5 hrs per day)

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<b>F</b> - Frequently (2.5-5.5 hrs per day)	<b>C</b> - Continually (5.5-8 hrs per day)				
<b>NA</b> - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching Overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)		X			
*Identify items typically moved: boxes, books, supplies, paper					
The noise level in this environment is moderately loud developing upon the activity in that particular part of the day.					

**WORK ENVIRONMENT**

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*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 work environment is in a school that combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA, updated by SHSD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_