ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT 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:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Ability to direct and evaluate student learning experience
- Ability to provide guidance to students to promote educational development and welfare

DUTIES AND RESPONSIBILITIES:
- Directs and evaluates student learning experiences, and provides guidance to students to promote educational development and welfare
- Provides care and protection of school property, and supervises student activity on school property
- 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
- Collaborates 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
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification or eligible in the current school year
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate
- Holds a valid endorsement in elementary education
- Four (4) years of successful teaching experience

Preferred:

- 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

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for ten-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.2024, 05.2025