

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT CERTIFICATED POSITION DESCRIPTION**

**IN-SCHOOL INTERVENTION TEACHER**

**POSITION:** In-School Intervention Teacher

**REPORTS TO:** Administrator

**LOCATION:** Secondary Schools

**NATURE OF WORK:**

This professional position is responsible for providing academic instruction, implementing behavioral interventions, and operating the in-school intervention center. The in-school intervention center is designed to provide both academic support and behavioral interventions for students' successful participation in the classroom.

**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
- 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

**DUTIES AND RESPONSIBILITIES:**

- Coordinates the in-school intervention center
- Provides direct behavioral intervention services to students
- Provides direct instruction to assigned students
- Coordinates behavioral intervention programs within the school
- Provides instruction using classroom assignments and other instructional resources as appropriate
- Implements and provides all 504s and IEP accommodations and supports
- Implements behavioral intervention strategies in the ISI classroom
- Plans and conducts intervention groups, both within the center and the larger school, based on the needs of the students
- Provides or arranges follow-up interventions as appropriate
- Communicates regularly with staff regarding behavior interventions for designated students
- Arranges/participates in conferences with parents/legal guardians as appropriate to collaborate on intervention plans
- Maintains appropriate in-school intervention center order and management

- Facilitates the re-entry of students to their classrooms
- Prepares periodic reports, as well as assists with end of year reports as requested
- Performs other duties as assigned by the principal or designee

**QUALIFICATIONS:**

Required:

- Bachelor's degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content

**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: 04.2024, 10.2025