

East Knox Local School District

Job Description

Title: Intervention Specialist

Qualifications:

1. Must possess a valid Special Education Teaching License from the State of Ohio or able to obtain a temporary license.
2. Ability to work with Special Education Students with various learning and physical disabilities.

Report to: Special Education Coordinator and the Building Principal

Evaluation: Building Principal

Job Goals:

Provides special education students with appropriate instructional services and assists teachers in providing instruction and a learning environment that will enable each student to master the basic skills appropriate to age, level, and individual capacity.

Duties:

1. Serves as a member of a team which prepares an Individualized Education Program (I.E.P.) for each student referred to the program and conducts an annual review.
 - a. Selects, administers, and interprets appropriate tests to aid in diagnosing a student's particular area of difficulty.
 - b. Writes individual educational program which includes goals and objectives for each student.
 - c. Coordinates scheduling of I.E.P. conferences and annual review conferences.
2. Functions as the primary teacher responsible for implementing the I.E.P.
 - a. Provides a pleasant, stimulating surrounding to encourage learning.
 - b. Helps student build or establish a positive self-concept.
 - c. Plans and selects learning activities for students to remediate or compensate for his/her learning difficulties.
 - d. Consults with teachers, school psychologists, principals and counselors.
 - e. Counsels the student regarding behavior problems, problems with teachers, etc.
 - f. Organizes supplies and materials.
 - g. Safeguards confidential data – students' records, teachers' tests, etc.
 - h. Establishes and maintains good communication with parents.
3. Develops weekly lesson plans from instructional objectives written to coincide with the annual goals set forth in the I.E.P.
4. Works effectively with classroom teachers, other special education staff, and the administration.
5. Maintains current students' I.E.P. records.
 - a. Fills in, mails and distributes forms to parents, special education secretary, and students' permanent records.
 - b. Make sure all students' files are complete.
6. Completes and maintains accurate tutoring records and submits yearly report to special education supervisor.
7. Fulfills other additional responsibilities as may be assigned by the building principal or special education supervisor.
8. Terms of Employment:
 - a. Salary and work year as well as terms and conditions of employment to be determined by the East Knox Board of Education in accordance with the Ohio Revised Code and any current negotiated Agreement.

Signature & Date _____