

EAST ORANGE SCHOOL DISTRICT  
East Orange, New Jersey



**Academic Interventionist**  
Position

**REPORTS TO:** School Principal

**RESPONSIBILITIES:**

The goal of the Academic Interventionist is to assist students who have been identified as at risk with academic intervention to provide a continuum of support and help them get on grade level. The interventionist develops material and lesson plans, conducts classroom instruction and evaluates and assesses student performance. The interventionist meets with parents, interprets student progress, and informs parents/guardians about student strengths, weaknesses, and progress. Lastly, the interventionist collaborates with identified teachers who share the at-risk students served and develops a transition plan between the intervention classroom and the regular classroom.

**DUTIES:**

**Competency:**

To perform the job successfully, an individual must demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Quality Management - Demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- Planning/Organizing - Uses time efficiently.

- Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.
- Adaptability - Manages competing demands.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

### **Physical Qualifications:**

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.

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee frequently is required to reach with hands and arms and talk or hear.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **General Duties and Performance Responsibilities:**

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the schools' genuine concern with the education, growth, and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

**Specific Duties and Responsibilities:**

- 1) Shall possess skills at interpretation of assessment data to drive instruction.
- 2) Shall review data to make instructional decisions to address student weaknesses.
  - a) Shall prepare and deliver focused academic intervention instruction in small group setting.
  - b) Shall possess knowledge in academic intervention strategies and actual implementation.
  - c) Shall utilize instructional management systems which increases student learning and maximizes time on task.
  - d) Shall monitor student progress towards achieving instructional objectives and goals on the Intervention Plans or IEPs.
  - e) Shall be familiar with RTI process and Tiered Instruction.
  - f) Shall communicate effectively within the educational community and with parents on a regular basis.
- 3) Shall collaborate with the assigned classroom teacher(s) for instructional planning and delivery.
- 4) Shall monitor and maintain accurate records on student achievement, articulating the progress and success.
- 5) Shall provide explicit, scientifically based instruction to small groups of students.
- 6) Shall assist in the scheduling and assignment of students to the program.
- 7) Shall implement the assigned program of study.
- 8) Shall foster a classroom climate conducive to learning.
- 9) Shall promote and maintain positive pupil-teacher-parent relationships.
- 10) Shall possess a strong commitment to help all children succeed.
- 11) Shall adhere to the teacher code of conduct.
- 12) Shall maintain professional work habits.
- 13) Shall perform other duties as assigned by the School Principal.

**QUALIFICATIONS**

- 1) Bachelor's Degree in Education.
- 2) Valid New Jersey Instructional Certificate.
- 3) Demonstrated teaching skills.
- 4) Demonstrated collaboration with faculty, staff, students and parents.
- 5) Background/knowledge in academic intervention strategies/Research Based Instructional Strategies.
- 6) Understanding of up-to-date instructional technology and educational software.
- 7) Ability to work with students with various academic needs
- 8) Good interpersonal skills.
- 9) Good written and verbal communication skills.
- 10) Required criminal history background check and proof of U.S. citizenship or legal resident alien status

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT**

Ten-month work year

**SALARY RANGE**

Negotiated Bargaining Agreement between the EOBOE and the EOE A

***Board Approved: June 8, 2021***

*Created 6/2/2021*