

Metropolitan School District of Warren Township

JOB DESCRIPTION

JOB TITLE:	Elementary Reading Interventionist
FLSA CLASSIFICATION:	Exempt (Professional), salaried employee
WORK DAYS:	184 days (does not include holidays)
STANDARD HOURS PER DAY:	7 hours per day

SALARY SCHEDULE & BENEFITS: The Elementary Reading Interventionist is paid on the “Teachers” salary schedule, and is eligible for benefits on the “Teachers” benefits schedule.

REPORTS TO: The Elementary Reading Interventionist is supervised by to the building Principal.

SUPERVISES: The Elementary Reading Interventionist does not directly supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

The elementary reading interventionist is responsible for providing supports and teaching students literacy skills needed to read, read to learn, and comprehend. Their primary focus is supporting students who are significantly below grade level (specifically in grades K-3).

ESSENTIAL FUNCTIONS:

1. Work with school administration to facilitate the school’s reading intervention program.
2. Collaborate with teachers to identify the literacy needs of students and problem solve with teachers to develop best practices for continuous academic growth of students in literacy.
3. Assists staff with and Collect data, analysis of data results, and supports the sharing of findings of literacy data with school staff.
4. Review student achievement and assist with placing students in appropriate reading and writing intervention services.
5. Teach targeted reading intervention to small groups of students daily using research-based strategies resources.
6. Assist students using software and materials related to literacy programs.
7. Meet regularly with teacher teams to plan literacy instruction that correlates with student needs.
8. Attend professional development to enhance knowledge of pedagogy and content in reading.
9. Maintain and submit accurate and up-to-date management records of student progress.
10. Participate and facilitate Rtl meeting for students who have struggled to make progress with reading/literacy.
11. Perform other duties and responsibilities related to literacy as assigned by principal.

NON-ESSENTIAL FUNCTIONS:

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** Minimum of bachelor’s degree in education; Masters degree is preferred
2. **EXPERIENCE:** Minimum of five years successful classroom teaching experience.

3. **CERTIFICATIONS &/OR LICENSES:** Indiana Teacher License with Reading Certification
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of standard office equipment.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.
5. **Mathematical Aptitude:** Depending on the grade level of the classroom assignment, may require the ability to perform addition, subtraction, multiplication, and division; may require the ability to calculate decimals and percentages; may require the ability to utilize principles of fractions and/or to interpret graphs;
6. **Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
7. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, climbing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.