

BERKS COUNTY INTERMEDIATE UNIT
Office of Professional Learning: ACT 89/Title I Program

POSITION: Intervention Specialist

QUALIFICATIONS:

- A. Bachelor's degree and/or master's degree in education or a related field.
- B. Valid Pennsylvania certification to meet appropriately certified status under the federal Every Student Succeeds Act and Pennsylvania Department of Education certification regulations, Pennsylvania Certification in/as a Reading Specialist, Math, School Counseling, and/or ESL Program Specialist as required in accordance with assignment.
- C. Ability to work effectively and cooperatively with administrative, professional, and non-professional staff.
- D. Valid Pennsylvania driver's license and access to transportation between work sites.
- E. Ability to work independently and problem solve.
- F. Ability to use technology effectively for instruction and management.
- G. Prior successful and relevant experience preferred.
- H. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as an MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Program Administrator – Office of Professional Learning

POSITION GOAL:

The intervention specialist is responsible for supporting student achievement in the areas of reading, math, social, career domain, and/or English language development.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Provide reading, math, English language development, and/or related skills supplemental support in designated nonpublic schools.
- B. Provide instructional recommendations and coaching to teachers to improve student outcomes.
- C. Provide support for social and career domains as applicable.
- D. Provide support for potential college/career planning, crisis intervention, and developmental programs as applicable.
- E. Work collaboratively as part of a team with teachers, administrators, parents/guardians, and other stakeholders within the school community.
- F. Assess students to determine specific strengths and weaknesses.
- G. Periodically review assessment data with faculty, staff, and administrators.
- H. Engage families in two-way communication regarding their student(s) and the Act 89 and/or Title I program(s).
- I. Write weekly and daily lesson plans to effectively address individual student challenges and submit lesson plans by the due dates.

- J. Complete required data collection, maintain records of students' progress, and submit reports in a timely manner.
- K. Establish and maintain a collegial rapport with all personnel in the nonpublic school(s) so the program can be carried out effectively.
- L. Stay current with educational trends and advancements through ongoing professional learning.
- M. Attend all Nonpublic School Program meetings as scheduled by the administrator of the Act 89/Title I programs.
- N. Perform other job-related duties as assigned by the Program Administrator or designee.

TERM OF EMPLOYMENT:

Exempt, Full Time/Part Time, Ten months/year. Salary established as per BCIUEA Collective Bargaining Agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: July 25, 2024

Revised: July 1, 2025

CC: Employee File