



# Crandall Independent School District

## Job Description

**Job Title:** Intervention Specialist

**Wage/Hour Status:** Exempt

**Reports To:** Principal

**Date Revised:** September 11, 2024

**Dept./School:** Assigned Campus

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### Primary Purpose:

Coordinate the district program for students in at-risk situations. Collaborate with district Accountability and Intervention department and outside personnel to provide educational and career opportunities for students at-risk.

### Qualifications:

#### Education/Certification:

Bachelor's degree

Administrator experience preferred

#### Special Knowledge/Skills:

Ability to interpret data

Knowledge of the juvenile judicial system

Knowledge of curriculum and instruction

Ability to speak effectively before groups of parents, students, and staff

Strong organizational, communication, and interpersonal skills

#### Experience:

Three (3) years experience as a classroom teacher

### Major Responsibilities and Duties:

#### Program Management

1. Develop and implement procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success.
2. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support at-risk students.
3. Provide information about school district and community resources available to students and their families and assist them to access those resources when needed. Coordinate education and community services for pregnant students.
4. Assist in the coordination and compliance with the Drug-Free Schools and Community Act.
5. Work with students, parents, and staff to ensure students' academic success. Make alternative course work available to at-risk students through curriculum modification and acceleration.
6. Provide individual and small group career counseling to at-risk students.
7. Contribute to the development of program goals to reduce school failure and dropout rates.
8. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.
9. Develop and implement procedures for IGC's.
10. Collaborate with campus interventionists and testing coordinators to support at-risk students.
11. Serve as a member of campus leadership team and provide updates on the progress of At-Risk students.

12. Oversee enrollment and train teachers to utilize the Credit Recovery and original credit resources with fidelity.

**Budget and Inventory**

13. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students.
14. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely.

**Policy, Reports, and Law**

15. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
16. Compile, maintain, and file all reports, records, and other documents required. Ensure that accurate at-risk and dropout data is reported through PEIMS.
17. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Other**

18. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
19. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
20. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; may work prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature

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Date