

Community Consolidated School District 21 Job Description

Literacy and Math Interventionist

Supervisor: Building Principal

Employee Group: Teacher

Licensing Requirement:

- **Required:**
 - Professional Educator License
 - Endorsement in Elementary Education
- **Preferred, one or more of the following Endorsements:**
 - Reading Teacher/Specialist
 - ESL Endorsement

Purpose

The literacy and math interventionist will work extensively with students to support and improve their development of math and literacy skills. The interventionist will address the specific needs of individuals and groups of students striving to achieve grade-level standards. The interventionist will support learning through the design and implementation of strengths-based and classroom-based interventions. Additionally, the literacy and math interventionist will collaborate with classroom teachers in planning and facilitating learning experiences and enhancing instructional practices that will impact students across the school day.

Essential Functions

- Develops literacy and math intervention instruction for students aligned with the core curriculum and best practices in literacy and math instruction
- Provides strength-based and classroom-based interventions and direct support to students striving to achieve grade-level standards
- Applies knowledge of current research and topics in the area of Language Arts: Oracy, Reading, and Writing
- Applies knowledge of current research and topics in the area of mathematics
- Serves as a teacher leader on the MTSS committee
- Consults frequently with classroom teachers, instructional specialists, the district's Directors of Language Arts and Math, and where appropriate the Director of Language Services, and Student Services teams, on matters related to literacy and math instruction
- Uses a variety of formal and informal assessment tools, including application and analysis of literacy and math assessments
- Assists teachers in creating a comprehensive language and literacy and math profile for students, enhancing understanding of strengths and areas of growth. Plans strategies for matching instruction to the student's literacy and math profile.
- Meets the instructional needs of diverse learners
- Collaborates with classroom teachers on data analysis and tier 2 instruction/progress monitoring.
- Collaborates with classroom teachers in communicating with parents on student progress.
- Creates a safe, supportive, and effective learning environment for students.
- Attends all literacy and math interventionist team trainings and collaboration sessions.
- Prepares all required reports and maintains all appropriate records.

Other Functions

- Contributes to the school web pages to communicate with staff and the community.
- Performs other duties and responsibilities as assigned.

Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- District curriculum and assessment systems for all students.
- Federal, state, and district policies, regulations, and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency and comprehension in English.
- Effective knowledge of data analysis and research methodologies
- Knowledge of effective practices supporting workplace safety.
- Thorough understanding of the district's curriculum and assessment systems for all students
- Thorough understanding of district programs serving special populations
- Operation of standard office equipment, computers, and software platforms including G Suite for Education, Office Suite, student information systems, school scheduling, personnel, and financial management software.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Making sound decisions on the basis of available information.
- Maintaining accuracy of work products.
- Demonstrating fiscal responsibility.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior which promotes positive relationships.
- Respecting the opinions of others.
- Demonstrating the ability to manage conflicts.
- Applying common sense understanding to carry out instructions.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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