

Noncertificated Positions

Board Approved – 4/22/20

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Intervention Resources Specialist II-Special Projects

QUALIFICATIONS:

1. Bachelor's degree required, preferred degree in Education, Special Education, Social Work or Counseling. Master's degree may be substituted for experience.
2. Minimum of three (3) years' experience working with populations with highly specialized and unique needs.
3. Must possess excellent oral and written communication skills as well as proficient in Microsoft Office Suite applications.
4. Must be able to work under challenging circumstances and possess a high degree of emotional intelligence in acting as a liaison between children/youth, parents/guardians and teachers, partnering agencies and organizations in order to ensure/provide supplemental instructional and supportive services.
5. Must be able to demonstrate flexibility, innovation and the ability to analyze and solve problems in an ever evolving and fluid work environment.
6. Ability to work with diverse populations.
7. Ability to work effectively with administrative staff and other employees.
8. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assigned Administrator

SUPERVISES: Not applicable

JOB GOAL: To assist the assigned administrator in the administration of office responsibilities with a high degree of accuracy and efficiency.

PERFORMANCE RESPONSIBILITIES:

1. Meets with school administrators, guidance counselors, and classroom teachers to explain program services and the role of the Intervention/Resource Specialist.
2. Acquires knowledge of existing school District services.

3. Conducts and maintains a current needs assessment of all students on the assignment list utilizing input from the school, educational records, home, student, and program staff.
4. Assists in ascertaining priority for service among enrolled migrant children, consistent with federal guidelines.
5. Assists District staff in the accurate completion of needs assessment instruments and prioritizes cases for supplemental instruction based on assessments.
6. Provides in-service instruction to school personnel on the administration of standardized tests that would qualify students for supplemental programs.
7. Facilitates linkages among parents, family tutors, and teachers to enhance supplemental instruction.
8. With appropriate licensure, provides transportation when appropriate for educationally related activities.
9. Develops knowledge of community resources and makes appropriate referrals. Documents referrals, receives, reviews, and follows up on report card grades and deficiencies.
10. Serves as a liaison to various agencies and organizations to develop greater capacity for coordination, collaboration, and services to migrant and McKinney-Vento families.
11. Meets with school administrators, guidance counselors, and classroom teachers to ensure that each child is receiving appropriate District and Title 1 services before migrant or McKinney-Vento funded intervention.
12. Serves as a resource to classroom teachers in District programs and in summer projects to enhance learning opportunities, including materials development, translation, and technical assistance.
13. Visits students' homes and homeless shelters to share and gain information about students; and suggests researched based methods for parents to use to increase student learning.
14. Encourages parental participation in the school with a goal to facilitate parental independence in dealing with schools, agencies, etc.
15. Assists students in communicating with school guidance counselors for aid in course selection and exploration of future career possibilities.
16. Assists and participates in planning and developing parenting activities.
17. Works cooperatively with recruiter/home school liaisons, as appropriate.
18. Attends staff meetings, open house programs, parents' nights, social functions, workshops and conferences as required by the Director.
19. Participates in other public relations activities as requested by the Director.

20. Assists in organizing and operating the after-school tutoring components at schools, collaborating homeless shelters and students' homes during the school year.
21. Assists in developing summer school programming, including input into the curriculum, theme, selection and ordering of classroom materials and supplies, and staffing.
22. Maintains accurate and continual records of family visits, school and student interactions, comments and pertinent information regarding all students on the assigned lists.
23. Submits reports, schedules changes and other required information promptly.
24. Work cooperatively with Student Records Clerk and Staff to ensure accurate and current student information.
25. Present information regarding programs or professional development topics to staff, parents, and/or community and school groups.
26. Other duties as assigned by the Director.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift approximately 20 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in an office setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.