Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: Intervention Specialist (mild/moderate; moderate/intense)

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-time, Part-time
Certificated

REPORTS TO: Supervisor of Special Education and Director of Special Education

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POSITION DESCRIPTION: Under direction of the Supervisor of Special Education and Director of Special Education, the Intervention Specialist develops and delivers specially designed instruction by teaching student with disabilities various academic, social/emotional, functional and adaptive skills. The Intervention Specialist evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures; functions as IEP Manager to assigned students; manages the classroom (if applicable) and supervises classroom assistants and volunteers. The Intervention Specialist assists the educational team in providing and maintaining a safe and nurturing learning environment for all students, and maintains high level of confidentiality of students, parents and staff.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- Bachelor's degree or higher;
- Ability to obtain Ohio Department of Education Intervention Specialist credential or equivalent and proper endorsements where appropriate;
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy;
- Ability to provide appropriate references;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance; and
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools).

ESSENTIAL FUNCTIONS OF THE POSITION:

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Design and deliver specially designed instruction to students with disabilities including the creation and implementation of appropriate curricular accommodations and/or modifications as necessary;
- Direct and supervise students across school settings and various activities;
- Maintain classroom or work space conducive to learning and free of health and safety hazards;

- Work cooperatively with educational team members to develop programming and evaluation through interdisciplinary team approach;
- Work cooperatively with support service staff to schedule time for related service evaluation and implementation;
- Elicit input from parents, counselors and others involved in student program development;
- Provide case management for the Individual Education Programs (IEPs) of assigned students including:
    - Conducting preliminary and ongoing evaluation of student levels and needs through formal and informal means;
    - Designing appropriate, data-driven goals and objectives for student IEP based on evaluation (formal and informal) and staff and parent input;
    - Conducting IEP meetings and parent conferences as necessary to fulfill program obligations for participation in special education programming for students with disabilities;
    - Facilitate data-driven instruction that targets IEP goals and objectives through individual, small-group and large group lessons/activities;
    - Collection of data to amend IEP as needed based upon documentation of progress or problems indicating the need for adjustment of original goals and objectives; and
    - Communicating student progress to parent/guardian and other school personnel in compliance with Federal, State and legal program policies and procedures.
- Develop and implement behavior management programs and intervention plans for students as needed;
- Develop schedules and lesson plans for classroom day allowing for a variety of activities and special events appropriate for student IEP goals;
- Provide consultation to educational team members in Intervention Specialist's areas of expertise in order to increase student progress across school settings
- Attend staff, IEP, behavior management, team evaluation, curriculum and other staff development meetings as necessary;
- Communicate to paraprofessionals information necessary for student program implementation;
- Provide direction, supervision, training and evaluation to paraprofessionals and/or volunteers assigned to the classroom;
- Maintain regular parent communication;
- Perform related duties as required or assigned including but not limited to:
    - Completing required paperwork in a timely fashion;
    - Handling personal care of more involved students (i.e. diapering, lifting, adjusting equipment, feeding, toileting, dressing, other personal hygiene needs, etc.);
    - Driving between work sites;
    - Serving on committees as required; and
    - Daily school duties such as loading and unloading students from transportation (arrivals/dismissals), lunch and/or recess supervision, etc.
- Attend in-service programs or workshops related to maintenance of position;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;

- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;
- Maintain strict confidentiality regarding all district, personnel and student information;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Instructional methods for students with special needs, child development, positive behavior supports, public education, content standards, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; follow instructions; manage classroom, lead educational team members; communicate effectively; provide consultation; remain calm/regulate emotions under pressure, collect and analyze data; plan; schedule; organize; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Instructional planning, lesson delivery, differentiation, assessment; classroom management, effective communication; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:

Computer and/or tablet, printer, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, smart board, some hands tools, some appliances (i.e. washer, dryer, microwave, etc.), mobility equipment (i.e. wheelchairs, Hoyer lifts, etc.), and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:

Occasional: Climbing, balancing, stooping, kneeling, reaching above shoulders, crouching/squatting, twisting/turning, repetitive hand motion, and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, bending, and typing/keyboarding.

Continuous: Reading, writing, math, problem solving, concentration, attention to task, task completion, memory, hearing, seeing, regulating emotions, organizing/planning and following directions.

WORK ENVIRONMENT AND CONDITIONS:
Occasional: Exposure to fumes/airborne particles, inclement weather driving conditions; loud noise, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, and aberrant and dysfunctional behaviors which could be potentially harmful.

Frequent: Exposure to students with challenging behavior.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

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CLERMONT COUNTY EDUCATIONAL SERVICE CENTER

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date