

GRAND RAPIDS PUBLIC SCHOOLS  
ISD #318

Position Title: Teacher – ADSIS Interventionist  
Accountable To: Building Principal  
Department / Unit: Teacher’s Unit  
Terms: School Calendar – contracted salaried employee  
Date of Latest Revision: 5/2021

## I. PURPOSE OF THE POSITION

*Provide supplementary assistance to eligible ADSIS students in reading, math and/or positive behavior support according to federal law, state guidelines, and local requirements. Establish effective communication with regular classroom teachers of student services. Demonstrate leadership abilities regarding the ADSIS program, assessments, and parent communications in conjunction with the Intervention Team and Principal.*

## II. MAJOR JOB RESPONSIBILITIES

### ***Curriculum and Instruction***

1. Assist in coordinating the identification of reading or math levels of students within the assigned school.
2. Assist the classroom teachers in identifying the reading or math level of new students who enroll during the school year.
3. Assist in ordering materials and maintaining an inventory for the ADSIS Program.
4. Obtain referrals from classroom teachers, diagnose student’s needs, assist in the process of selecting appropriate students for ADSIS.
5. Provide direct instructional services to specific students enrolled in the ADSIS program (small group and/or push-in support).
6. Develop a schedule for those students involved in the ADSIS program.
7. Assist in the planning, coordinating, and scheduling of the ADSIS paraprofessionals (if applicable).
8. Assist in the reviewing and determining the appropriate measures by assisting with the ADSIS Application and coordinating the ISD 318 ADSIS Plan.
9. Evaluate the ADSIS program in accordance with state guidelines.
10. Be responsible for communicating the purposes of the ADSIS program through various school communications including, but not limited to, the use of parent letters, the school newsletter, school website, early-outs, staff meetings, building team meetings, and Parent-Teacher conferences.
11. Participate in and direct in-service and other trainings and activities related to ADSIS or other district requirements.
12. Maintain records/portfolios of ADSIS student work to include ADSIS spreadsheets, math logs/samples, writing samples, reading logs, etc.
13. Develop well defined goals aligned with the Minnesota Academic Standards with an emphasis on student achievement and building climate.
14. Develop and plan instructional activities, lesson plans and / or individual educational plans.

15. Conduct and facilitate classroom instruction based on evidence-based practices and district identified curriculum.
16. Prepare a report based on student assessment data to review annually with administration, ADSIS staff, classroom teachers, and parents including Fastbridge, eduCLIMBER, STAR, MCA, and/or other data.
17. Develop an understanding of screening, progress-monitoring and diagnostic assessments and interventions.
18. Coordinate assessments with the classroom teachers and administrator.
19. Assist and/or coordinate other job responsibilities as deemed necessary by administration.

***Self Development***

1. Reviews and implements research and evidence-based practice methods to improve instruction and materials.
2. Assume responsibility and develop a plan for professional growth and development.
3. Share with others knowledge, understanding and assistance when the occasion arises.
4. Visit, attend, and report on schools, meetings, conferences, or conventions when appropriate.
5. Serve on leadership type committees/teams: Site Team, District Leadership Team, Language Arts Curriculum Committee, Math Curriculum Committee, and others deemed necessary by administration.
6. Use the District's evaluation process and performance review system as basis for self-improvement.

***District Responsibilities:***

1. Participates in building and district committees such as staff development, curriculum writing and instructional material selection, shared decision teams, labor management group, special education groups, etc
2. Comply with Federal, Minnesota, MDE statutes and regulations, contract and School Board Policy and administrative procedure.
3. Communicate with the Building Principal, and Director of Teaching and Learning on school matters, activities, potential problems and problems.
4. Performs other job-related responsibilities as apparent or delegated by the Building Principal, Director of Teaching and Learning and the Superintendent.
5. Other duties as assigned.

**III. QUALIFICATIONS**

***Knowledge, Skills and Abilities required to qualify for this position***

Minnesota Teaching license (Preferred – Multiple areas of licensure)

Baccalaureate Degree (Preferred – education beyond Baccalaureate Degree)

Verbal and written communication, management, organizational, and student supervision skills

Knowledge of current issues and challenges impacting public education and also the current developments to address these issues and challenges

Effectively use current technology tools to enhance personal productivity.

#### **IV. WORK ENVIRONMENT**

Work is typically performed in an inside, temperature-controlled environment. Work requires the stamina and capacity as required for classroom management.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*