

# KEARSARGE REGIONAL SCHOOL DISTRICT, SAU #65

## Job Description

<b>Department:</b>	<b>Grant Funded</b>
<b>Location:</b>	<b>Elementary Level</b>
<b>Job Title:</b>	<b>Interventionists – Title I</b>
<b>Reports to:</b>	<b>Building Administrator &amp; Title I Coordinator</b> <b>Hourly, Non-Exempt</b>
<b>GENERAL RESPONSIBILITIES</b>	
<b><u>Daily Job Duties:</u></b>	
<ul style="list-style-type: none"><li>• Ensure that progress reports are included in each quarterly report card</li><li>• Administer Fall, Winter and Spring assessments</li><li>• Monitor student progress weekly</li><li>• Write quarterly newsletters</li><li>• Active member of RtI team</li><li>• Assist in Smarter Balance test administration</li><li>• Manage and catalog all Title I hardware</li><li>• Maintain parent permission for school year program and Extended School Year program</li><li>• Maintain an organized file of state required paperwork</li><li>• Take an active role during on-site visits</li><li>• Maintain schedule</li><li>• Maintain budget</li><li>• Compile Program Achievement Report data for all students serviced</li><li>• Determine which students qualify to receive summer iPads</li><li>• Load iPads with appropriate Applications</li><li>• Assist students in the regular classroom and school environment</li><li>• Perform bus, recess and lunch duties as assigned</li><li>• Maintain high level of confidentiality</li><li>• Assist in training new Title I hires</li><li>• Other duties as assigned</li></ul>	
<b><u>Communication:</u></b>	
<ul style="list-style-type: none"><li>• Work with classroom teachers to supplement grade level work</li><li>• Work with reading teacher and math coach to provide consistency in math and language arts practices</li><li>• Collaborate with other teachers to arrange groupings of students</li><li>• Parent communication for parent permission for services and Extended School Year participation</li></ul>	
<b><u>Expectations Beyond the School Day (paid with prior Building Administrator Approval):</u></b>	
<ul style="list-style-type: none"><li>• Attend staff meetings where math/reading curricula is discussed</li><li>• Attend first quarter parent/teacher conferences and others as required</li><li>• Attend monthly Title I meetings after school hours</li><li>• Attend appropriate school events such as Open Houses, Curriculum Fairs, etc.</li><li>• Attend Title I Family Nights; 1 in the Fall, 1 in the Spring</li><li>• Attend 3 Institute Days prior to the start of school</li><li>• Attend 1 Teacher Work Day in October</li></ul>	

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<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Knowledge in AIMS web, DRA, Star Math, Star Reading preferred</li> <li>• Strong computer skills</li> <li>• Strong interpersonal skills</li> <li>• Log 4 Professional Development Days into My Learning Plan</li> </ul>		
<b>EDUCATION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Associates Degree or higher required</li> </ul>		
REVIEWED BY:		<i>Date</i>
	<i>Name/Title</i>	
APPROVED BY:		<i>Date</i>
	<i>Name/Title</i>	