

**CHARDON LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** INTERVENTION SPECIALIST

**File 303**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Develops student learning experiences aligned to IEP goals using differentiated curricula and specially designed instructional strategies.

**Minimum Qualifications:**

- Holds/maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

**Essential Functions:**

**1. Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals that support high levels of student achievement.**

- Serves as case manager for identified students. Prepares reports and related documents (e.g., prior written notice, district forms, EMIS coding sheet, etc.). Synthesizes input from all sources. Communicates evaluation results clearly and effectively both orally and in writing.
- Completes timely Evaluation Team Reports (ETR) documenting assessment results, student strengths, needs, and implications for instruction.
- Implements Individualized Education Plans (IEP) goals and objectives according to need and baseline data. Explains IEP goals to parents and staff. Helps stakeholders understand how specially designed instructional activities relate to the educational program.
- Works closely with other service providers to support IEP goals and objectives.
- Implements strategies to improve family involvement and support for program activities.
- Prepares instructional materials. Teaches assigned students as scheduled.
- Develops and implements lesson plans aligned with state standards, IEP goals and objectives and district curriculum goals.
- Evaluates student academic needs and learning styles.
- Differentiates instructional techniques to effectively advance student learning.
- Facilitates the integration of new technology in all areas of the curriculum.
- Monitors student progress using a variety of assessment strategies. Provides effective feedback.
- Implements alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
- Collaboratively identifies and resolves problems that impede student learning. Implements evidence-based instructional strategies that produce measurable benefits within defined time-frames.
- Facilitates/supports the least restrictive environment for the placement of students with disabilities.
- Conducts academic assessments for Evaluation Team Report (ETR) as requested.
- Facilitates Individualized Education Program (IEP) meetings. Prepares drafts, amendments and final IEP documents.
- Prepares and transmits legally compliant special education documents by required deadlines.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Documents and substantiates data on IEP goals/objectives as required.
- Regularly communicates academic, behavioral and social-emotional issues to parents/guardians.
- Proctors state and district testing activities. Upholds mandated security procedures.
- Identifies alternative assessment methods when warranted.
- Ensures student lists, lesson plans and teaching materials are readily available for substitutes.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

**Working Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.