

Interventionist - WWMS

Job Description

Location: Wilbur Wright Middle School

Reports to: Principal

Evaluated by: Principal

Evaluation period: Annual

Qualifications:

- Valid Indiana Teaching Certification preferred
- K-12 Special Education Bachelor's degree preferred
- Endorsements in Math and/or Language Arts preferred
- First Aid Training and CPR Certification
- Non-Violent Intervention Certification preferred; can be obtained through STM upon hiring

Purpose of Position:

This person will work collaboratively with teachers and service providers to develop individualized, objective, and measurable goals and objectives for students and help determine appropriate accommodations for their individualized educational programs. This person will be responsible for administering tests of achievement for students' evaluation team reports. This person will provide students with learning activities and experiences designed to help them fulfill their potential for academic growth. This person will develop or modify curricula and prepare lessons and other instructional materials to match student ability levels. This person will work in self-contained, team, and departmental capacity as assigned.

Responsibilities and Duties:

Teaching Responsibilities:

- Presents subject matter effectively and according to guidelines established by RTI committee. Employs a variety of instructional techniques and media, including technology, to meet the needs and capabilities of each student.
- Implements an instructional or skill development program for assigned students and shows written evidence of preparation as required.
- Works cooperatively with classroom teachers to modify regular curricula as needed and assist students in regular classes with assignments.
- Creates classroom environment conducive to learning and appropriate for the academic development of students.
- Manages student behavior and administers discipline.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Provides push-in or pull-out student assistance for areas of academic need.
- Collaborates with regular classroom teachers when students are in the general education classroom.

Program Responsibilities:

- Collaborates with students, parents, and other members of staff to develop progress monitoring plans through the RTI Committee process for each student assigned.
- Participates in RTI Committee meetings on a regular basis.
- Conducts assessments of student learning styles. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

- Administers, scores, and interprets progress monitoring testing
- Maintains clear records of data showing academic progress and response to intervention techniques.
- Consults with classroom teachers regarding management of student behavior and academic progress.
- Serves as the point person if a request is made for further testing of a student.
- Reports all progress and data to the RTI Committee and Assistant Principal.
- Conducts an annual review of all students on caseload to determine progress and future placement of student.
- Possesses the ability to determine if students should be recommended for IEP, OHI, 504, or ELL evaluation.

General Responsibilities for School Town of Munster District:

- Works collaboratively with teachers.
- Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers.
- Maintains professional relationships with parents, students, and colleagues.
- Participates in staff development activities to improve job-related skills.
- Keeps informed of and complies with federal, state, district, and school regulations and policies for special education teachers.
- Compiles, maintains and files all physical and computerized reports, records, and other documents required.
- Attends and participates in faculty meetings and serves on staff committees as required.

Special Knowledge/Skills:

- Knowledge of special needs of students
- Knowledge of quantitative measurement principles and methodologies
- Ability to generate, record, and maintain information and statistical data
- Ability to generate, score, and interpret at test of individual achievement
- Ability to maintain accurate and confidential student records
- Knowledge of Response to Intervention Committee (RTI) process
- Knowledge of goal setting process and implementation
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication and strong organizational skills
- Knowledge of Special Education policies and regulations of the Indiana Departments of Education, of the United States of Education, and of School Town of Munster
- Ability to become familiar with instructional methods and materials that are applicable in the School Town of Munster

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

Terms of Employment:

Wage rate: Starting at \$16.50
 36 hours per week
 180 days per year