

BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: Individual/Small Group Instructor/Intervention Specialist – High School

Reports to: Principal

Job Objectives:

Under the general supervision of the School Principal, facilitates the education of students with multiple needs by the development, implementation and evaluation of special education Individual Education Plans.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- K-12 Intervention Specialist Mild/Moderate licensure.
- Experience with high school students.
- Bachelors from an accredited college or university in education discipline applicable to teaching assignment. Masters Degree preferred.
- Meets all legally mandated health requirements.
- Provide documented evidence of a clear criminal record as required by law.

Essential Job Functions

The following duties are representative of performance expectations. Reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

- Promotes critical and creative thinking and analysis in all related subject areas.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials for subject area, and translates lesson plans into learning experiences to develop pertinent sequential assignments, challenge students, and best utilize the available time for instruction.
- Conducts ongoing assessment of student learning and progress, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.

- Coordinates with other professional staff members, especially within grade level, and participates in faculty meetings and committees.
- Observes ethics of the teaching profession as identified by ODE's Office of Professional Conduct.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Working Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- See the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require lifting, carrying, and/or moving instructional supplies and equipment.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*

- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- ***The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.***