



Elementary Interventionist Job Description

July 2025

Immediate Supervisor	Elementary Principal	Work Day	School Calendar Typically 7:45 a.m.-3:45 p.m., unless communicated differently from administration	FLSA Status	Exempt
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Position Summary

The Elementary Interventionist is responsible for supporting student achievement primarily in the area of Reading, with special attention to Tier III instruction. The Interventionist provides individual or small group instruction to students who are struggling academically. This position is also responsible for monitoring, reporting, and communicating student progress and performance.

Qualifications

- Deep understanding of K-5 instructional practices in literacy.
- Knowledge of assessment strategies, resources and appropriately differentiated materials, curriculum and instruction with an emphasis on reading for grades K-5.
- Knowledge of and training in the Science of Reading/Structured Literacy.
- Knowledge of effective instruction to support a teacher's ability to further analyze, communicate, model, and assess elements of the teaching process while using academic standards in grades K-5.
- Knowledge of unique student populations such as EL, SPED, and Advanced Learners, in order to ensure all sub-groups show adequate academic growth.
- Valid Minnesota Teaching License in Elementary Education.
- A minimum of 3 years of classroom experience, preferably, but not required, in grades K-5.
- A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.
- Familiarity with MTSS data analysis and learning protocols.

Basic Duties and Responsibilities

- Follows PACT policies and procedures, adhering to the mission, vision, and foundational statements of the school.
- Participates in Professional Learning Committees (PLCs) to increase student learning, rigor, and differentiation.
- Demonstrates continued professional growth through participation in continuing education courses, professional activities, and/or organizations.
- Attends assigned committee meetings, and additional commitments specific to classroom/content area.
- Completes tasks in an organized and efficient manner as set by administration.
- Provides high quality mathematics instruction to individual students and small groups.
- Uses data to provide instruction to students and to bring their skills to grade-level.
- Collaborates with teachers, administration, and families to help identify best practices for individual and small groups of students.
- Uses identified research-based interventions focused specifically on individual student needs.
- Maintains data-based documentation of continuous monitoring of student performance and progress.

- Provides data to school teams and participates in decisions about student progress.
- Communicates with teachers, administration, and families regarding student progress.
- Assists with identifying students for placement in intervention groups.
- Participates in meetings with teachers, administration, and families to discuss student placement and progress.
- Provides diagnostic assessments for students as needed.
- Provides input for program development.
- Supports implementation of assessment tools and data management systems.
- Attends professional development opportunities to maintain a high level of skill and knowledge of current research and practices.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> ● Bachelor's Degree ● MN Elementary Teaching License ● Familiar with a variety of multi-tier support systems designed to create and sustain positive school culture 	<ul style="list-style-type: none"> ● Strong verbal and written communication, critical thinking, and problem solving skills. ● Ability to implement instructional strategies and work with PLCs and individual teachers. ● Ability to read, write, and interpret documents such as curriculum guides, assessment results, and policies. ● Provide on-going support and resources to special educators for IEP development, disability information, research-based instructional strategies, and behavior management ● Ability to speak effectively to individuals and groups. Ability to effectively present information and respond to questions from parents, staff, students, and the general public. ● Must be knowledgeable of current school software and a variety of electronic tools ● Have a high degree of professionalism, integrity, and dependability. ● Demonstrate respect and concern for students, parents, other staff members and administrative colleagues. ● Ability to interpret and apply PACT policies and procedures and apply them with good judgment in a variety of situations.

Hazardous Working Conditions and/or Exposure

See Physical Demands & Working Environment Chart

Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Employee Signature

Date

Direct Supervisor Signature

Date

Human Resource Specialist Signature

Date