



TRECA  
 107 North Main Street  
 Marion, OH 43302  
 Phone: 888-828-4798  
 Fax: 740-389-6695

## Intervention Specialist

DEPARTMENT:	Special Needs	PAY BAND:	5
LOCATION:	Remote	TRAVEL REQUIRED:	Some in-state (Mandated Testing)
DIRECT SUPERVISOR:	Special Needs Coordinator	POSITION TYPE:	Full Time/Exempt/ 9-Month Calendar
JOB DESCRIPTION:			
<p><b>ROLE &amp; RESPONSIBILITIES:</b></p> <p>TRECA e-learning initiatives include TRECA Digital Academy (TDA) and TRECA Flex, alternatives to traditional schooling that utilize 21<sup>st</sup>-century technology. TDA provides students with computer technology, allowing them to progress at their own pace. The Intervention Specialist is responsible for overseeing assigned e-learning classes; students may be working at home or working in school computer labs. The Intervention Specialist is responsible for maintaining compliance of student special needs records including IEPs and ETRs; monitoring and reporting student progress for caseload students as well as in classes taught; and providing instructional resources to students per IEP specifications. This position will assist the TIS administration in providing effective and efficient educational services to TDA and any partner school affiliates. The use of technology to develop these relationships is essential. This position works mainly from a home office but reports to the main office in Marion, Ohio, or other regional locations at dates and times as assigned by the administration.</p>			
<p><b>PRIMARY RESPONSIBILITIES INCLUDE:</b></p> <ul style="list-style-type: none"> <li>● Maintain compliance of student special needs records including IEPs and ETRs.</li> <li>● Use technology to identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.</li> <li>● Monitor and report student progress on all IEP goals and objectives for student caseload and in courses taught using IEP reporting software as well as Student Information Systems.</li> <li>● Author and revise IEPs; lead &amp; participate in IEP/ETR meetings; and provide specialized instruction per IEP.</li> <li>● Implement learning objects using activities that contribute to a climate where students are actively engaged in meaningful learning experiences and individualized instruction.</li> <li>● Create and assess offline assignments, providing individualized feedback on student work and collaborating with other faculty as appropriate.</li> <li>● Make personal contact with students and families at regular intervals, identifying students at risk for problems in regards to attendance, participation, and/or progress.</li> <li>● May serve as Credit Flex Committee Representative.</li> <li>● Develop systems and methods for engaging students and increasing motivation and productivity.</li> <li>● Monitor and track student progress in learning environments.</li> </ul>			

- Make referrals as necessary in regard to academic, social/emotional, and/or technical issues.
- Register caseload students and participate in state testing preparation and onsite administration.
- Assist the administration in efforts to support the needs of partners, parents, and students.
- Collect, analyze, and interpret data from universal screenings and state-mandated tests, targeting intervention needs.
- Provide Response to Intervention (RTI) programming and instruction, including modeling and support for general education teachers implementing RTI.
- Team with SAFE representatives to reduce barriers to learning for students with special needs.
- Attend online and face-to-face meetings and events as required, including graduation.
- Ensure program goals and objectives are being met.
- Interface daily with all required organizational communication systems.
- Assist with state testing as needed.
- Perform any and all related duties as assigned.

#### **QUALIFICATIONS & EDUCATION REQUIREMENTS:**

- Current Ohio teaching license (Education of the Handicapped K-12 license required; general education teaching license encouraged)
- Must reside in Ohio
- An understanding of the TRECA and TDA environment
- An understanding of individualized instruction and accommodation/ modification needs for students to be successful in the least restrictive environment, including general education and/or the resource room
- Technological proficiency; home high-speed Internet access
- Ability to multitask and execute duties according to deadlines
- High degree of flexibility, ability to collaborate with others, organization, and self-motivation
- Ability to communicate successfully with administration, staff, parents, and students, in both oral and written communications, electronically and hard copy
- Commitment to excellence and continuous improvement; able to accept constructive criticism
- Ability to work successfully from a home and/or regional office environment
- Is discreet and recognizes the importance of maintaining confidentiality when handling or conveying information obtained in work setting

LAST UPDATED: October 27, 2022