



Job Title: Intervention Specialist

Reports To: Principal

Organization: Tejano Center

Division: RYSS Texas Public Schools

Location: RYSS Primary School at Broadway

FLSA Status: Exempt

Emp Employment Status: Full-Time

Work Calendar Status: 10 Months (195 Days)

Salary: MIN: \$65,300 **MID:** \$78,500 **MAX:** \$86,740

Revised: October 27, 2026

POSITION SUMMARY

The Intervention Specialist provides targeted, research-based instructional support to students requiring additional assistance in reading, writing, mathematics, and other identified academic areas. The position helps close learning gaps and improve academic performance through individualized and small-group instruction.

In addition, the Intervention Specialist serves as the campus Language Proficiency Assessment Committee (LPAC) Chairperson and Campus Testing Coordinator, overseeing LPAC processes, supporting services for emergent bilingual students, and coordinating campus assessment administration in accordance with district procedures and applicable state and federal requirements.

The Intervention Specialist collaborates with teachers, campus administrators, and student support teams to ensure effective instructional interventions, accurate student documentation, and compliance with assessment and accountability requirements.

EDUCATION AND EXPERIENCE

Education & Certification

- Bachelor's degree from an accredited college or university required.
- Valid Texas Teaching Certificate appropriate for the grade level or subject area of assignment required.
- Bilingual proficiency in English and Spanish preferred.
- Training in LPAC procedures, emergent bilingual student services, and state assessment administration preferred.

Experience

- Minimum of three (3) years of successful classroom teaching experience preferred.
- Experience with academic interventions, differentiated instruction, and academically at-risk students preferred.

- Familiarity with Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS) preferred.
- Experience in or coordinating LPAC meetings and processes preferred.
- Experience administering or coordinating state and district assessments preferred.

MAJOR RESPONSIBILITIES AND DUTIES

Academic Intervention & Instruction

- Provide targeted, evidence-based instruction to individual students and small groups in reading, writing, mathematics, and other identified areas.
- Develop intervention plans based on assessments, student needs, and grade-level expectations.
- Deliver differentiated instruction aligned with TEKS, district curriculum, and campus goals.
- Adjust strategies, materials, and intervention intensity based on student progress.
- Maintain a positive, structured learning environment that promotes engagement and academic growth.

Student Assessment & Progress Monitoring

- Assist with universal screening, diagnostic assessments, and progress monitoring.
- Analyze student data to identify learning gaps and instructional priorities.
- Establish measurable intervention goals and monitor progress toward grade-level proficiency.
- Maintain accurate documentation of interventions, student performance, and instructional adjustments.
- Use district-approved systems to track participation, progress, and intervention effectiveness.

RtI / MTSS Support

- Support implementation of campus RtI/MTSS procedures and tiered interventions.
- Collaborate with student support teams to identify students needing additional assistance.
- Participate in meetings to review intervention effectiveness and make data-informed recommendations.
- Provide intervention data to support student evaluations and instructional decisions.
- Coordinate with special education and other support personnel as appropriate, while following applicable student plans and district procedures.

LPAC Chairperson Responsibilities

- Serve as the campus Language Proficiency Assessment Committee (LPAC) Chairperson and coordinate LPAC meetings, procedures, and documentation.
- Ensure LPAC processes are conducted in accordance with Texas Education Agency (TEA) requirements, district policies, and applicable state and federal regulations.
- Coordinate the identification, placement, review, reclassification, and monitoring of emergent bilingual students in accordance with established guidelines.
- Facilitate LPAC meetings and ensure required committee members participate in student placement and instructional decisions.
- Maintain accurate and confidential LPAC records, meeting documentation, and student language proficiency information.
- Collaborate with bilingual/ESL teachers, administrators, and instructional staff to support appropriate services for emergent bilingual students.
- Coordinate LPAC participation in state assessment decisions, including applicable designated supports and assessment recommendations.
- Monitor required LPAC timelines and ensure documentation is completed and submitted accurately.
- Communicate with parents and guardians regarding LPAC decisions and language program services as required.
- Participate in district LPAC training and provide guidance to campus staff regarding applicable procedures and compliance requirements.

Campus Testing Coordinator Responsibilities

- Serve as the Campus Testing Coordinator and oversee the planning, organization, and administration of campus assessments, including STAAR, TELPAS, and other required state and district assessments, as applicable.
- Coordinate campus testing schedules, student assignments, testing locations, and staff responsibilities.
- Collaborate with the District Testing Coordinator and campus administration to ensure compliance with TEA testing requirements and district assessment procedures.
- Organize and facilitate required training for test administrators and campus personnel.
- Ensure appropriate testing accommodations and designated supports are implemented in accordance with student eligibility, documented plans, and assessment requirements.
- Maintain the security and confidentiality of all testing materials, student information, and assessment records.
- Coordinate the receipt, inventory, distribution, collection, and secure handling of testing materials as applicable.
- Monitor testing activities to promote standardized administration and address testing concerns promptly.

- Coordinate make-up testing sessions and ensure required assessment participation and documentation are completed.
- Report testing irregularities or security concerns promptly to the District Testing Coordinator and campus administration in accordance with established procedures.
- Assist with the review and analysis of campus assessment results to identify instructional needs and opportunities for student improvement.

Collaboration & Communication

- Collaborate with classroom teachers, instruction coaches, administrators, and support staff.
- Communicate student progress and academic concerns to appropriate staff and families.
- Participate in parent conferences, student support meetings, and campus planning sessions.
- Share intervention strategies and instructional resources with classroom teachers.
- Coordinate with district personnel regarding LPAC compliance, assessment administration, and student support services.
- Participate in professional development and campus improvement initiatives.

Professional Responsibilities & Compliance

- Protect confidential student information in accordance with FERPA and district policy.
- Follow district instructional procedures and applicable state and federal requirements.
- Ensure compliance with LPAC documentation, assessment security, and testing administration procedures.
- Maintain accurate records and meet established district and state reporting deadlines.
- Maintain ethical and professional conduct in interactions with students, families, and colleagues.
- Perform other job-related duties as assigned by the Campus Principal or designee.

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of TEKS, curriculum standards, and research-based instructional practices.
- Ability to analyze assessment data, establish measurable goals, and develop intervention plans.
- Understanding of RtI/MTSS, progress monitoring, and differentiated instruction.
- Knowledge of LPAC procedures, bilingual/ESL program requirements, and emergent bilingual student services.

- Familiarity with TEA assessment requirements, STAAR, TELPAS, and campus testing procedures.
- Ability to coordinate assessment schedules, testing logistics, and staff training.
- Strong organizational skills and ability to manage multiple deadlines and compliance responsibilities.
- Strong classroom management, collaboration, leadership, and communication skills.
- Proficiency with instructional technology, student information systems, and assessment platforms.
- Ability to maintain student confidentiality and comply with applicable requirements.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Mental Demands

- Maintain emotional control and professionalism under stress.
- Manage multiple instructional priorities and student intervention schedules.
- Exercise sound judgment, confidentiality, and problem-solving skills.

Environmental Factors:

- Work primarily in school and classroom settings with frequent interaction with students and staff.
- Occasional extended hours for meetings, professional development, or campus activities.

Equal Opportunity Statement

Tejano Center for Community Concerns is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status in accordance with applicable law.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

