



## Thompson School District Licensed Staff Job Description

**Job Title:** Academic Intervention Specialist  
**Revised Date:** April 2023  
**Work Year:** 185 days  
**Department:** Learning Services  
**Reports To:** Principal

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, four middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [tsd.org](https://tsd.org) to learn more.

### **SUMMARY:**

*The Intervention Program Specialist will work directly and consultatively with district staff, students and parents to improve student achievement by providing on-going professional development and direct coaching using research-based instruction, interventions and strategies to enhance academic success for students. The Intervention Specialist will be knowledgeable about assessment and data collection and collaborate with administrators and staff to analyze data and interpret results to improve instruction.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist teachers in using data to develop and implement flexible instructional groups, delivery, intervention, and extensions for all learners, as it relates to the district and school level K-12 curriculum and standards.
- Train certified and classified staff in the use of core, supplemental, and intervention strategies and materials.
- Demonstrate understanding of the use and interpretation of summative, formative, screening, diagnostic, and progress monitoring assessments.
- Demonstrate ability to teach staff how to use assessment data to inform purposeful instruction.
- Demonstrate skills in coaching strategies that improve teaching.
- Collaborate and plan with school staff to ensure equal access to the core curriculum for all students.
- Provide consultation and training to teachers, parents, administrators regarding interventions and instructional materials including design and implementation of programs.
- Design programs for students based on data and progress monitoring.
- Participate on the district RTI Team and collaborate with other staff to enhance resources and integrate services to meet state and federal guidelines.

- Maintain appropriate documentation and submit reports as required.
- Ability to work harmoniously with a team, communicate effectively and demonstrate integrity of confidential information.
- Perform other related duties as required.

## **JOB QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **KNOWLEDGE, SKILLS, AND ABILITY:**

- Ability to communicate and develop effective relationships and function effectively as a team member.
- Willingness to be flexible and respond to the changing needs of students, staff, families, schools and the district.
- Ability to integrate educational theory, research and expertise into appropriate practices for local contexts, in a style that facilitates positive change and continuous improvement.
- Must have effective group facilitation skills.
- Ability to use data to make educationally sound decisions.
- Ability to read and interpret documents, write reports and correspondence; and to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient voice mail systems, application of basic computer skills to effectively use e-mail, internet, word processing.

### **EDUCATION AND TRAINING:**

- Bachelor's degree required, Master's Degree preferred from an accredited college or university in special education or related field.
- Experience working with a variety of interventions, working in an RTI environment and progress monitoring/data.

### **EXPERIENCE:**

- Minimum of three years experience working with children with disabilities.
- Specialized knowledge, training or experience working interventions and instructional strategies designed to accelerate student growth.
- Experience in the training and coaching of staff regarding interventions.
- Experience with formal, informal and focused assessments designed to inform instruction.
- Experience working with data and interpretation of data.

### **CERTIFICATES, LICENSES & REGISTRATIONS:**

- Colorado special services provider license with appropriate endorsement (or licensure application in process with CDE).
- Must hold a valid driver's license.

### **SAFETY TO SELF AND OTHERS:**

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*PHYSICAL DEMANDS:*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*EQUAL EMPLOYMENT OPPORTUNITY:*

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability. The Superintendent is committed to cultural diversity among district personal as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

*OTHER DUTIES:*

Please note this job description is not designed to cover or contain a comprehensive list of the activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.