

**JOB DESCRIPTION**  
**LEARNING RECOVERY PROGRAM**  
**ACADEMIC INTERVENTIONIST – *TEMPORARY POSITIONS***

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

The incumbent must be able to perform, with reasonable accommodation the following essential functions of the job:

**Essential Functions:**

- Provide educational interventions and progress monitoring for students who need support in reading and math.
- Assist classroom teachers and other instructional staff in developing strategies, skills, tools, techniques, and capacity to effectively teach all students.
- Use identified scientific, research-based interventions focused specifically on individual student difficulties.
- Assist in the collection and evaluation of student data (Acadience, MAPS, CDTs, and grade level formative and summative assessments).
- Maintain data-based documentation of continuous monitoring of student performance and progress during interventions.
- Provide the high-quality instruction time needed to move students to grade level proficiency in reading and/or mathematics.
- Assists with the oversight of building level testing coordination and oversight of the implementation of the district-adopted ELA and math programs.
- Assesses skills and needs (both initially and ongoing) of students within a school setting for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in value added scores in ELA and mathematics.
- Work collaboratively with other Learning Recovery Program Academic Interventionist teachers
- This position requires strong interpersonal skills including the ability to:
  1. Maintain collegial working relationships with all staff members.
  2. Excellent self-management skills.
  3. The ability to work independently, without direct supervision.
  4. This position requires strong written and verbal communication skills.
  5. The ability to make effective presentations to the Board, staff and community Use computers and portable electronic devices.
  6. Enhance productivity and learning opportunities through technology.

7. Regular and consistent attendance is an essential function of this position.
8. Instructs individual and small groups of students for the purpose of improving ELA and mathematics achievement levels

### **Cognitive Abilities**

- Ability to establish and maintain rapport with staff, business associates, and the general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern relating to computer, software, or network issues and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively, both verbally and in writing.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Ability to work occasional evenings and weekends, sometimes with little or no notice.
- Strong analytical mind and outstanding problem-solving skills.
- Ability to troubleshoot multiple issues in a fast-paced environment.

### **Skills and Knowledge:**

- Universal screening for all students early in each school year (Acadience, MAPS, CDTs, and grade level formative and summative assessments).
- Increasing levels of targeted support for those who are struggling.
- Knowledge of evidence-based strategies and school-wide approaches to student support. Teachers, counselors, psychologists and other specialists work as a team when they assess students and plan interventions.
- Know how to monitor student progress so educators can use this data to help decide if more interventions are needed.

### **Physical Effort:**

- Must be able to lift 30 pounds as needed for supplies, etc.
- Must be able to stand for extended periods.
- Must be able to sit for extended periods for field trips when scheduled.

### **Working Conditions:**

- Classroom environment.
  - Later hours may be required for school related functions (Parent/Teacher Conferences, Open House, Title I meetings, Concerts, Student Showcases, etc.).

### **Qualifications:**

- Valid Pennsylvania Teaching Certificate.

- Must follow the district's Drug and Alcohol Policy.
- Must complete and sign a Provisional Hiring Statement.

**Temperament:**

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

**Workplace Expectations:**

- Ability to follow directions and give direction to others.
- Ability to create and delegate assignments.
- Ability to complete assigned tasks without supervision.
- Ability to communicate, comprehend and perform complex computations.
- Ability to use correct grammar, sentence structure and spelling.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to organize office settings to efficiently accomplish tasks.
- Ability to multitask.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to operate office equipment.
- Ability to use computer technology efficiently including word processing, presentation/web page software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with district policies.
- Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

**Driver's License:**

Must have a valid PA driver's license and automobile.

**Clearances:**

Must have valid Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check) and FBI (Federal Bureau of Investigation) Criminal History Check. Must also complete and submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011. Must also accrue all training hours and content mandated by Pennsylvania Act 126 of 2012, Child Abuse Recognition and Reporting.

**Supervision Exercised if Required:**

- Classroom students.
- Other students in common student areas (hallways, cafeteria, gymnasium, etc.).
- Paraprofessionals (if applicable).

**Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the applicable policies of the Southmoreland School District by the Building level principal.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties.*

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Interventionist Job Description School Board Approved: November 18, 2021**