

Central Christian School
Elementary School Intervention Specialist
Job Description
August 1, 2023 - July 31 2024

Intervention Specialists support the teaching staff and nurture students with learning needs. This supports the mission of the school as we nurture the whole person while inviting students to follow Jesus within a caring community.

Supervision

- Elementary School Intervention Specialist reports to the Principal

Position

- Provide Intervention Services to Elementary School students identified with special education disabilities and needs
- Supervise all Elementary School IEP, Auxiliary Plan, and 504 plans and parent meetings
- Provide intervention services for Elementary School students in need of academic assistance as identified as by Principal, Family and Services, Director, Elementary Intervention Specialist, and/or Elementary School Teachers

Pay Grade

Salary: Teacher with Masters degree

Expectations

- Reflect an active personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Affirm the identity, mission, and vision statements, and the foundational documents principles of Central Christian School.

Contract Information

Full time position for school year

Working hours are 7:30 am – 3:30 pm

Salary pay

Responsibilities

- Write and maintain student IEP (Individualized Education Plans) SPs (Service Plans), CCS Auxiliary Plans and 504 Plans as needed.
- Coordinate and facilitate Special Education services for Central Christian School in conjunction with Principals
- Liaison with Dalton Local Schools for Special Education Services
- Provide a safe method for students to receive individual academic assistance, whether in the classroom, in the intervention specialist's room, or remotely.
- Be an advocate for students in relating to teachers and, at times, to their parents. Also help students interpret/understand teachers' expectations.
- Keep parents informed of student progress as appropriate.
- Work closely with the teachers your students currently have, in order to
 - check up on student progress and missing assignments,
 - be available to help in the classroom as needed,
 - assist with special and/or long-term assignments,
 - know testing and long-term assignment schedules.
- Provide an area for small group testing for students if they have reading difficulties, test anxiety, and ADD/ADHD, and other disabilities.
- Help prepare special needs students for the required state and/or achievement tests.
- Compile a chart of special needs students in their grade-specific levels as per the Intervention Specialist Coordinator.

- Prepare information on special needs students to share at the weekly student concerns meetings or via written or electronic methods, to keep regular education teachers informed. This includes whether they are on an ISP/IEP, any adaptations needed, goals the intervention specialist is working on with the student, and special concerns that come up during the year.
- Professional Improvement (seminars, conferences, in-service, etc.) – Intervention Specialists, Tutors and Paraprofessionals are encouraged to keep up-to-date on special needs research and information. They are encouraged to attend at least one special education seminar during the school year. The cost of the seminar will be paid through state or federal funds. Additional seminars/conferences will be paid by the individual or through auxiliary funds, if available, as per Intervention Specialist Coordinator. Intervention Specialists, Tutors and Paraprofessionals may attend the local public school district's in-services.
- Intervention Specialist, and Tutor *services* may include any of the following: Search and Teach, inclusion, pull-out tutoring, testing assistance, working with ISPs, IEPs, 504s goals.
- Intervention specialists and/or Intervention Specialist Coordinator will be consulted on admission of new students who will need intervention specialist assistance.
- Intervention Specialists will be expected to attend regular intervention specialist/tutor meetings with Intervention Specialist Coordinator as specified at the beginning of each year.
- Student supervision as scheduled (lunch, recess, and other times as needed or scheduled) – shared with colleague
- Complete written notes of appreciation of students to their families at least once a year
- Attendance at Elementary events and programs
- School committee participation as requested or assigned, as needed
- Attend all CCS In-service meetings, all school meetings, and grade level meetings as scheduled
- Volunteer two times a year for school activities (athletic gate, ushering, etc.)
- Other duties as assigned or requested

Qualifications

- College degree, State of Ohio Intervention Specialist Certification
- Some teaching experience is helpful, but not required
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.