

**Central Christian School**  
**Middle School Intervention Specialist**  
**Job Description**  
**August 1, 2022- July 31 2023**

Intervention Specialists support the teaching staff and nurture students with learning intervention 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**

- The Middle School Intervention Specialists reports to the Principal

**Position**

- Provide Intervention Services to Middle School students identified with special education disabilities and needs
- Coordinate and facilitate all Middle School Auxiliary Plans (AP), Service Plans (SP), Individualized Education Plans (IEP), and 504 Plans and parent meetings
- Collaborate with Elementary Intervention Specialist, High School Intervention Specialist, and the Central Christian School Coordinator for Special Education Services

**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**

- Intervention Specialist services may include any of the following: individual or small group teaching, inclusion, pull-out tutoring, and individual or small group testing assistance
- Write and maintain student CCS Auxiliary Plans (AP), Service Plans (SP), Individualized Education Plans (IEP), and 504 Plans as needed for Middle School students.
- Provide a safe environment 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
  - monitor student progress and missing assignments,
  - be available to help students in the classroom as needed,
  - assist students with special and/or long-term assignments,
  - monitor 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 individualized disabilities.
- Help prepare special needs students for the required state and/or achievement tests.
- Compile and maintain records for special needs students in their grade-specific levels as per the Intervention Specialist Coordinator.
- Prepare information on special needs students to share specific student concerns at teacher and staff meetings or via written or electronic methods, to keep regular education teachers informed. This includes all students of academic concern per the academic adaptations needed, goals the intervention specialist is working on with
- Intervention Specialists, Tutors and Paraprofessionals will be expected to attend regular intervention specialist/tutor meetings with Intervention Specialist Coordinator as specified at the beginning of each year. students, and special concerns that come up during the school year.

- Attend all CCS In-service meetings, all school meetings, and grade level meetings as scheduled
- Attend chapel as a role model. Take attendance.
- Attend Middle School concerts, dramas, and other planned activities as pertinent to the role and responsibilities of a CCS Middle School teacher.
- Complete written notes of appreciation of students to their families at least once a year.
- Monitor study hall as assigned or needed.
- School Committee participation as requested or assigned as needed.
- 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.