



JOB DESCRIPTION

Intervention Specialist

SUMMARY

Instructs students receiving special education services for K-12 in accordance with state content standards using best practice specially designed instruction, via the Internet and various other distance-learning methodologies using a minimum 512k broad-band connection in order to effect high student achievement and graduation. Works a 10-month school year schedule from Ohio home residence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains established daily office hours of at least 6 hours for consistent and immediate instruction and interaction with students, parents and administrators, out of a minimum 7 ½ hour work day.
- Prepare and update a classroom (using and developing modified content as needed) for ease in navigation in order to inform and guide students through modifications of the course of study, aligned to State standards; presents subject matter in a clear concise, engaging, and age-appropriate manner.
- Grades assignments and/or reports grades to general ed teachers, hears student oral presentations and prepares, administers, and corrects student tests of modified curriculum. Provides accommodations as stated by IEP and assures accommodations are provided by others. Provides modifications needed per the IEP. Identify baseline data for the IEPs and report the progress on them at a minimum of a quarterly basis.
- Develops a plan of student engagement and assigns lessons, using a variety of instructional methods, resources and activities, including enrichment, remediation and intervention.
- Implements instructional accommodations, remediation opportunities and writes IEPs, participates in the development of ETRs, and participates in /facilitates IEP/ETR conferences.
- Progress monitors IEP goals.
- Administers Alternate Assessments for students requiring it and participates in statewide training efforts for such, when applicable.
- Schedules and monitors VoIP sessions to create student interaction on a regular basis.
- Monitors student participation and progress in on-line curriculum, and provides regular growth producing feedback to student and family members where applicable.
- Communicates with students and parents on a regular and timely basis to motivate student engagement and academic achievement; submitting notes on contact, interaction, communications and evaluation data into CRM and/or other database programs.
- Counsels pupils when academic problems arise and refers students to appropriate channels.
- Discusses and reports pupils' academic and behavioral attitudes and achievements with parents through phone, face-to-face conferences and e-mail along with at a minimum, quarterly progress reports as required by federal and state law.
- Assists students to plan and follow appropriate work schedule.
- Assists in the teaching of appropriate and effective use of technology or refers students and parents to appropriate technical assistance departments as needed.

- Monitors and corrects behavior as necessary in chat rooms, e-mails, VoIP programs, and on field trips.
- Attends family nights or other social interaction events where appropriate.
- Researches and obtains authorization for appropriate supplemental web sites to augment instruction; prepares supplemental resources to provide educational opportunities when technological means are interrupted.
- Proctors or coordinates testing sites, encourages student attendance, and monitors performance.
- Meets with school administrators to review teaching performance, specially designed instruction, and student academic achievement.
- Attends required regional parent/teacher conferences, teacher convocation and professional development opportunities, and graduation ceremonies.
- Maintains a professional, organized work environment in home office using generally accepted business practices.
- Become highly qualified in K-6 and all 4 core content areas per HOUSSE requirements within 2 years of beginning employment.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must maintain a full-time Ohio residence from which to work during the school year. Must secure a minimum 512kb/s broad-band. Must pass a pre-employment criminal background check. 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university; proficiency in technology applications; classroom experience preferred.

INTERPERSONAL SKILLS

Proven ability to effectively relate to people with a variety of educational and cultural backgrounds and communication skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common educational and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to internal or external groups or organizations.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Ohio Teaching Certificate/License in subject and grade level of assignment (K-12 Intervention Specialist). Valid Ohio Driver's license or valid driver's license from another state and ability to secure an Ohio Driver's License within 30 days of assuming this job. Must maintain in force at all times personal automobile liability insurance coverage at levels acceptable to the company.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally and independently operate their privately owned motor vehicle within the laws of the State. The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to travel; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position in a virtual learning platform. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and overnight travel/stays. The noise level in the work environment is usually moderate.