



Job Title: Intervention Facilitator Title I

Exemption Status: Exempt

Reports to: Principal

Date Revised: March 2023

Dept. /School: Assigned Campus

Pay Grade: 105

Primary Purpose:

Provide leadership in developing and implementing the campus RtI process. Collaborate with campus and district staff to ensure program coordination.

Qualifications:

Education/Certification

- Master's degree in a related field
- Valid Texas teaching certificate

Experience:

- Minimum of three (3) years of experience on a secondary campus

Special Knowledge/Skills:

- Knowledge of curriculum and instruction
- Knowledge of strategies and material for intervention
- Ability to interpret data
- Ability to communicate effectively with parents and students
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional and Program Management

1. Develop, implement, and oversee the RtI process.
2. Support teachers in analyzing data, grouping students, and monitoring student progress.
3. Work with curriculum coordinators and the intervention department to ensure appropriate program design, resource selection, and documentation of intervention plans.
4. Consult with teachers to develop appropriate strategies for addressing the needs of struggling students.
5. Assist teachers in developing interventions and documenting intervention plans.
6. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement. Demonstrate teaching strategies and small group instruction with students in the classroom.
7. Plan and provide staff development sessions on methods for identifying and instructing struggling students.
8. Provide one-on-one teacher assistance in content and program areas.
9. Develop an intervention schedule for teachers and identify students who need it.
10. Evaluate the RtI program effectiveness based on evaluative findings.
11. Compile, maintain, and file all required reports, records, and other documents.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
13. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching



Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside; regular exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____