Independent School District 518

Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Interventionist	**Department:** Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	**FLSA Status:** Exempt
Job Summary: Under the general supervision of the School Principal, to serve as a remedial resource instructor to improve students' achievement in reading, writing and mathematics, implementing district approved remedial reading, writing and mathematics curricula and programs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and administers assessment techniques and methods to ascertain the particular needs of individual students identified as in need of remedial reading, writing and mathematics instruction.
- Develops remedial reading, writing and mathematics strategies, and lesson plans and instructional materials and translates lesson plans into learning experiences to develop pertinent sequential assignments.
- Teaches knowledge and skills in letter and word recognition, sentence and paragraph structure, vocabulary, proper word usage, writing, and mathematics.
- Conducts remedial learning activities, incorporating technology and a variety of instructional methods and materials.
- Creates evaluation instruments and procedures to monitor the student progress and the effectiveness of instruction.
- Documents teaching and student progress/activities/outcomes; develops lesson plans; models the necessary skills to perform assignments; and provides feedback to administration and teaching staff regarding student progress, expectations, and goals and objectives.
- Coordinates with other professional staff members, especially within grade level, regarding reading, writing and mathematics assessments and remedial teaching techniques; assists, coaches and models effective remedial instructional strategies for classroom teachers.
- Maintains familiarity with district and Minnesota state standardized reading tests for the purpose of adapting curriculum to maximize student achievement on such tests.
- Continues to acquire professional knowledge and learn of current developments in the methods of remediation in reading writing and mathematics by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

<table>
<tr><td colspan="5">REQUIRED EDUCATION/TRAINING
(choose one)</td><td rowspan="2">DEGREE INFORMATION:
Type of degree: (B.S., M.A., etc.)
Bachelor’s Degree</td></tr>
<tr><td></td><td colspan="4">less than high school diploma</td></tr>
<tr><td></td><td colspan="4">High school diploma or GED.</td><td rowspan="3">Major field of study or degree emphasis:
Education and relevant instructional subject area(s).</td></tr>
<tr><td></td><td>1 year college</td><td></td><td>2 years college</td></tr>
<tr><td></td><td>3 years college</td><td>X</td><td>4 years college</td></tr>
<tr><td></td><td colspan="4">1st year graduate level</td><td rowspan="3">Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

● Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
● Knowledge of English grammar, word usage, word denotations and connotations, spelling, writing, and mathematics.
● Knowledge of data information systems, data analysis and the formulation of action plans.
● Knowledge of applicable federal and state laws regarding education and students.</td></tr>
<tr><td></td><td colspan="4">2nd year graduate level</td></tr>
<tr><td></td><td colspan="4">Doctorate level</td></tr>
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<table>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Required Work Experience in Addition to Formal Education/Training:</td></tr>
<tr><td>LICENSE/
CERTIFICATION</td><td>Identify licenses/certification required upon hiring:

● Minnesota State Certification as a Remedial Language Arts Teacher, Mathematics Teacher or as required for position.</td></tr>
</table>

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<tr><td>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</td><td>Skilled in:

● Ability to use computer network system and software applications as needed.
● Ability to organize and coordinate work.
● Ability to communicate effectively with students and parents.
● Ability to engage in self-evaluation with regard to performance and professional growth.
● Ability to establish and maintain cooperative working relationships with others contacted in the course of work.</td></tr>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total :** **0-10**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.