

**POSITION DESCRIPTION ADDENDUM FOR:  
INTERVENTION TEACHER**



*The information listed under Specific Essential Duties is in addition to Secondary Teacher position description. Any additional information that may be listed under the other categories supersedes the information provided on the Secondary Teacher position description.*

**SPECIFIC ESSENTIAL DUTIES may include the following**

Communicates with teachers and utilizes the student information system to identify students in need of additional instructional support. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Coordinates with teachers to get assignments and monitor student's completion of those assignments.

Provides one-on-one interventions and small group instruction for eligible students. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.

Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs.

Supervises students in online programs and any assignments requiring the use of technology.

Monitors student online and credit recovery work and provides support.

Tracks student progress and reports progress using data and graphs. Completes a variety of paperwork to include incident reports to document inappropriate behavior.

Monitors students, individually or in groups who have been separated from their class for inappropriate behavior.

Confers with parents on behavior issues and progress of students.

Assists teachers and administrators with parent conferences, discipline issues, and social skill development.

Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university. Experience in the applicable core subject area(s) is preferred.

Prepared By: <b>Assistant Director, Human Resources</b>		Date: <b>04/19/2018</b>
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>04/20/2018</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:
		Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	