Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Denise L. Robinson
Treasurer

Paula Crew
Superintendent

Ivan Gehret
Assistant Superintendent

ANNOUNCEMENT OF VACANCY FOR THE 2019-2020 SCHOOL YEAR

Internal Posting Only

Intervention Specialist – New Carlisle Elementary

Posting Date	Application Deadline	Beginning Date
February 13, 2019	February 19, 2019 2:30 p.m.	2019-2020 School Year

Qualifications:

Bachelor's Degree and valid State Department of Education license/certificate appropriate for the position;
Meets all mandated health screening requirements;
A record free of criminal violations that would prohibit public school employment;
Adheres to the Licensure Code of Professional Conduct for Ohio Educators;
Ability to establish working relationships with co-workers and function as part of a cohesive team;
HQT preferred;
Knowledge of research-based intervention strategies and best practices;
Knowledge and experience working with students with disabilities;
Ability to use data to monitor student progress and to drive instruction;
Understanding of and experience with common core standards;
Understanding of Depth of Knowledge and Assessment Literacy;
Complies with drug-free workplace rules, board policies, and administrative guidelines/ procedures; and
Must pass BCI/FBI Criminal Background Check;

Required Application Materials:

Letter of interest;
Current Resume;
List of Professional References, including home, work, and cell phone numbers and relationship of the person to you;
Credentials/Placement file (if you have one);
Complete set of transcripts (a copy is sufficient);
Copy of Valid Ohio (or other state) teaching license/certificate;
District application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

Each listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews. Internal applicants need only submit letter of interest and current resume.

Mail or deliver the requested materials to:

Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **INTERVENTION SPECIALIST** **File 311**

Reports to: Director (Special Education and Professional Development) and Principal

Job Objective: Plans, implements, and evaluates student learning experiences. Promotes a full range of learning options. Helps students make appropriate choices. Encourages parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Training and/or experience in behavioral management techniques.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Complies with state policies/procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Ensures that services are provided in the least restrictive educational environment.
- Supports an inclusive educational environment. Serves as a resource to teachers with special education students in their classrooms. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities.
- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards, the district's adopted courses of study/curriculum goals, and IEP objectives.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.). Provides accommodations as needed (e.g., differentiated curriculum, extended time, study guides, reading/transcribing assistance, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative learning activities that encourage and support positive peer relationships.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 10/04