Title: Intervention Specialist

Reports To: Principal

Job Objectives:
Provides a resource for academically challenged students; develops and implements strategy to identify students who face academic challenges; initiates contacts with students, the faculty and student’s parents to engage all in a process to attain academic success.

Minimum Qualifications:
Valid Ohio Intervention Specialist license
Meets all mandated health requirements
Documentation of a clear criminal record
Meets requirements set forth by the Toledo Diocese

Essential Duties and Responsibilities:
1. Oversee the identification process for “at risk” students in grades 9-12.
2. Monitor progress of academic workload, maintain records and communicate with parents/guardians, teachers and administrators.
3. Provide input regarding the development and implementation of an Intervention Plan.
4. Write accommodation plans (IEP’s, service, and/or 504 plans ) for students as deemed necessary.
5. Track and monitor progress of identified students.
6. Prepare the assigned classroom.
7. Create effective learning experiences and ensure that written lesson plans align to the student’s needs or accommodation plan.
8. Coordinate state required remediation for students failing any section of the Ohio Graduation Test or other mandated state assessment.
9. Collaborate with teachers, guidance counselors and parents as part of an intervention team.
10. Other duties appropriate under ORC3317.06 as assigned by the building Principal.

Intervention Process:
Survey teachers at least once a quarter to identify students needing intervention. The Remedial/Resource Teacher works with others to identify students who have
- Incomplete homework
- Frequent absences
- Noticeable drop in grades
- Low to failing test scores
- Behavioral issues
- Attention Issues
- Failures & D’s on progress reports
- Any significant downward trends
- Any grading irregularities
- Other issues