



Mobile County PUBLIC SCHOOLS

Job Description Title – ELEMENTARY INTERVENTION TEACHER
(Special Note: This Job Description can be appropriate for an Intervention Teacher regardless of the subject matter in elementary school)

SUPERVISED BY/REPORTS TO: Principal or their designated Central Office Supervisor or their designee.

FLSA Designation: Exempt

QUALIFICATIONS:

- A. Valid Alabama teaching certificate in Elementary Education. A Masters Degree is preferred.
- B. Three years of successful teaching experience supported by Principal recommendations and data sources.
- C. Ability to meet suitability criteria for employment and/or certification//licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- D. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
- E. Must believe that every student is capable of learning and achieving at high levels when provided appropriate instruction and supports.
- F. Have successfully impacted student achievement and worked successfully with students who have diverse needs.

QUALITY OF WORK:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct deficiencies that occur in the areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

DEPENDABILITY:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical human and conceptual areas.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit.

Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Plans learning/activities using evidence-based curriculum for small groups and facilitate small group skill building.
2. Communicates student progress with appropriate staff and parent/guardian.
3. Provides direct intervention in small groups and/or one-on-one instructional setting.
4. Administers and analyzes data from diagnostic assessments as well as assist school with administration of universal screeners and other assessments as required by the school.
5. Helps teachers link best practices and materials to standards.
6. Provides support to teachers in their classrooms through modeling and mentoring.
7. Provides direct intervention and supports to students in a timely manner with Tier II Reading utilizing evidenced based practices aligned to MCPSS framework.
8. Maintains notes, data, and document student services on assigned data tracking tools and student informational system in a timely manner.
9. Demonstrates interpersonal and intrapersonal skills, empathetic listening, using tact, patience, self-management, decision making, problem solving, and relationship management.
10. Works effectively with and recognize needs of the cultural and economically diverse groups.
11. Implements with fidelity researched-based intervention strategies and intervention programs to improve the achievement of targeted students.
12. Provides explicit, evidence-based instruction and intensive interventions and/or small groups for the purpose of improving literacy and math achievement levels.
13. Develops differentiated instruction techniques to ensure students are appropriately engaged and challenged, as well as to accommodate various learning styles, personality styles, and the need for physical movement.
14. Assists in the progress monitoring of students involved in the intervention process to ensure that they are implemented with fidelity and show student progress using graphs and charts.
15. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents (i.e. fights, suspected child abuse, suspected substance abuse, bullying, depression, suicide threats etc. for the purpose of maintaining the personal safety of students and employees.
16. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
17. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgement, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in in faculty meetings. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.

18. Is a role model for students and supports the mission of the school district.
19. Works well with all administrators, teachers, and other members of the school staff.
20. Performs other duties assigned by supervisor, administrator, or principal.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 20 pounds and occasionally may lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Incumbent will receive ongoing observation, feedback, and coaching as part of the annual teacher evaluation process. This includes informal walkthroughs and formal observations. Evaluation will be conducted by the building principal, or his/her designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.