

Job Description – Student Intervention Coordinator

The Student Intervention Coordinator will support teachers in the academic intervention process for at-risk students. This position is also responsible for managing a daily after-school intervention lab from 3:30-4:45. This position may experience prolonged and irregular work and hours and work with frequent interruptions.

Essential Functions

- Demonstrated knowledge of best teaching practices
- Regularly monitoring of the D-F list
- Experience coordinating campus-wide intervention activities
- Conducting observations of Integrated Learning Strategies (ILS) classes and providing feedback to staff regarding adherence to the intervention plans.
- Success facilitating the development of intervention plans, monitoring their progress, evaluating their effectiveness, and making data informed decisions for change
- Success collaborating with counselors, teachers, and administration to provide support during the implementation of interventions
- Success supporting and modeling best record keeping practices
- An ‘all in’ ‘whatever it takes’ approach to student success

Position Qualifications

- Experience with the intervention process for middle and high school students
- Knowledge of the needs of special populations and sub-groups
- Evidence of effective time management, creative problem solving, and follow-through
- Demonstrate organizational, leadership, communication, and team building skills
- History of serving on and positively impacting department, grade, and school level committees.

Education

- Bachelor’s degree and/or Master’s degree in a core content field or an Administrator Certificate

Experience

- Minimum of 3-5 years of successful teaching experience at the elementary or secondary level