

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: Intervention Support Specialist

SALARY RANGE: 13

Description of Basic Functions and Responsibilities

Performs paraprofessional instructional activities related to students identified as needing Intervention; includes monitoring, delivery of curriculum, and assessment as well as behavioral intervention to support learning activities with students needing specific instruction; to perform routine clerical and supportive activities for instructional personnel; and to do other related work as requested.

Directly Responsible To: Teacher(s) providing intervention support; Assistant Principal

Examples of Duties

1. Assists with the development and implementation of targeted instructional intervention support (i.e. RtI)
2. Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
3. Tutors individual students and small groups of students to reinforce and follow up learning and training activities
4. Monitors and assists students with learning needs in a variety of instructional activities; works with assessment systems, i.e. progress monitoring
5. Assists instructors with individual education plans and prepares and assists in the preparation of a variety of instructional materials and learning aids geared to the identified instructional targets
6. Assists in the use and distribution of progress monitoring data to determine whether there is a need to change curricula, materials, or instructional procedures and with compiling and analyzing data related to student outcomes, as well as federal and state monitoring documentation.
7. Oversees students during classroom activities
8. Maintains a variety of records and files, including confidential student records and information
9. May perform routine clerical tasks such as computer operations, filing, photocopying, phone calls

10. Maintains or assists in maintaining an orderly, attractive and positive learning environment
11. Attend inservice activities, when requested
12. Performs other related duties as required

Required Qualifications:

1. Basic knowledge of child growth and developmental behavior characteristics
2. Behavior management and motivation strategies and techniques
3. Basic subjects including math, grammar, spelling, and reading
4. Basic office procedures, methods and computer equipment
5. Routine record keeping techniques
6. Basic organizational skills
7. Basic instructional methods and procedures

Training, Experience and Educational Requirements:

1. Completion of the twelfth grade
2. Experience dealing with school age children
3. Passed CBEST or two years of study at a college or university(48 units); or associate's degree; or must have passed local academic assessment
4. Possession of a valid California Driver's License

Physical Effort/Work Environment:

Physical Demands of Position

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to sit in chairs and or floor and leaning over desks for prolonged periods of time (4)
3. Ability to walk, twist, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (2)
4. Ability to hear and understand speech at normal levels (4)
5. Ability to read (4)

6. Ability to communicate so others will be able to clearly understand normal conversation (4)
7. Ability to grasp and manipulate small objects (2)
8. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (3)

Work Environment:

1. Inside and outside
2. School environment
3. Maintain emotional control under stress
4. Ability to deal with both adults and students

Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service: To be determined as needed