

CONTRACT ACADEMIC INTERVENTIONIST – JOB DESCRIPTION

FLSA: Part-Time Contract (Non-Exempt/Hourly) *Year to Year End Contract Position

Classification: Certified, Instructional

Calendar: Schedule Specific per School

Pay Frequency: Monthly

PTO (Base): Contract Position: N/A – Refer to Policy 5.310

Reports to: School Principal

<u>School</u>	<u>Contract Schedule</u>
EastView Elementary	110 Days (6 Hours/Day)
Highland Elementary	150 Days (5 Hours/Day)
Hal Henard Elementary	150 Days (5.9 Hours/Day)
Tusculum View Elementary	135 Days (7 Hours/Day)
Greeneville Middle School	150 Days (5 Hours/Day)

**Total number of working days and/or hours above may change at the discretion of the school principal.*

JOB SUMMARY

The Academic Interventionist is responsible for providing academic intervention to K-5 or 6-8 students who need extra support in Tier 1 Instruction.

ESSENTIAL FUNCTIONS

- Knows and effectively communicates the Greeneville City Schools (GCS) philosophy and mission.
- Assesses children throughout the school and identifies children at-risk.
- Designs and implements academic interventions using research-based methodology in reading and/or math.
- Communicates with school personnel and parents of children regarding reading and/or math level and rate of progress.
- Differentiates instruction based on assessment data.
- Documents interventions and progress on each child with whom you support.
- Works with the school leadership team to guide and monitor the progress of each child.
- Participates in team reviews concerning academic progress for students who are struggling or are in need of services.
- Shares student data with applicable teachers and administration.
- Provides pre and post-assessment data to teachers and administrators.
- Provides individual and/or small group instruction.
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of each student to ensure success.
- Develops, selects and modifies instructional plans and materials to meet the needs of all students.
- Maintains appropriate records and follows required procedures and practices. Manages classroom organization.
- Work cooperatively with the administration and staff to schedule meetings.
- Knowledge of educational research, trends, and best practices.
- Assists in designing, upholding and enforcing school rules, administrative regulations and School Board Policy.
- Actively participates in faculty and/or department meetings.
- Assists in the preparation of data for local, state and federal reports.

MARGINAL JOB FUNCTIONS

- ✓ Adaptability to performing a variety of duties, often changing from one task to another.
- ✓ Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- ✓ Adaptability to dealing with students.

- ✓ Communicates with the team.
- ✓ Flexibility in daily work scheduled hours and to manage the weekly schedule within time constraints.
- ✓ Perform other duties as assigned by the Central Team, Principal, or Immediate Supervisor
- ✓ May be required to assist with the personal needs of handicapped students, (i.e. toileting, lifting, etc.)
- ✓ Demonstrate personal characteristics expected of all Greeneville City Schools employees.
- ✓ Demonstrate English proficiency in oral and written English.
- ✓ Complete Employment Intention Form annually.
- ✓ Complete required annual and safety training via the designated Training Management System each school year by the established due date.
- ✓ Routinely review your Greeneville City Schools system email.
- ✓ Display your ID badge in a visible location at all times when providing services for Greeneville City Schools.
- ✓ Enter absence information timely via the designated Leave Management System.
- ✓ Hourly employees are required to clock in/out daily via the designated Time Keeping System to accurately record time worked.
- ✓ Meet the necessary health and physical qualifications.
- ✓ Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

EDUCATION/EXPERIENCE REQUIREMENTS

- Minimum of Bachelor degree in Education or related field preferred.

EQUIPMENT/TOOLS

Computer, copy machine, facsimile, Microsoft Office, telephone

PHYSICAL ACTIVITIES/WORKING CONDITIONS

Average (lift over 25 lbs. and up to 60 lbs.), Occasional (over 15% and up to 40% of the time).

Classroom environment. Working indoors in environmentally controlled conditions. Other physical demands that may be required are as follows,

- Carrying
- Pushing
- Pulling
- Stooping
- Reaching.

PHYSICAL EXAMINATION REQUIRED

Post Offer Employment, Drug Test

TRAINING REQUIREMENTS

Alcohol/Drug Screening Guidelines, Automated External Defibrillators (AED)/HeartStart AED Demonstration, Bloodborne Pathogen Exposure Prevention, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Youth Suicide

Greeneville City Schools reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.