

SECTION 394 INTERVENTIONIST ASSISTANT

POSITION TITLE: INTERVENTIONIST ASSISTANT

REPORTS TO: Building Principal

QUALIFICATIONS:

1. Demonstrates professionalism including professional image through proper language and appearance.
2. Must maintain the confidentiality of student information.
3. Above average interpersonal communication skills.
4. Certified or certifiable for first aid, CPR and other related certifications and/or training.
5. Word processing, typing, and copying skills. Computer skills, organizational skills, and literacy knowledge and skills.
6. Previous experience and general knowledge in working with children.
7. Ability to properly handle emergency situations.
8. Work in a positive manner with students, staff, and the community.
9. Ability to assume responsibility, display initiative, and exercise good judgment.
10. Ability to grasp new concepts quickly
11. Ability to manage small groups of children, including behavioral issues using Above the Line/Below the Line school-wide expectations

GENERAL RESPONSIBILITIES:

Provides appropriate supervision for the safety of students on the school grounds. Assists the immediate supervisor to help provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program. The job demands the ability to stand for extended periods of time, ability to move quickly and freely, and to spend time outside in inclement weather. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality.
2. Use formative (progress monitoring) and informative (daily notes and observations) data to adjust lessons to the needs of student(s).
3. Implement Best Practice lessons developed by Interventionist.
4. Implement teaching methods taught by Interventionist.
5. Progress monitoring on a weekly basis of skills being taught (AIMS, letter names and sounds, sight words).
6. Use results of progress monitoring data (progress/lack of progress) as a way to communicate concerns and successes to teacher and Interventionist.
7. Attend and participate in staff development of proper delivery of Best Practice Lessons
8. Assist in the preparation of instructional materials.
9. Assist in the student behavior management, according to district policy.
10. Assist in the correction of student work and tests (including reading assessments).
11. Prepare bulletin boards and other displays.
12. Type various documents; perform copying and collating tasks.
13. Assist with the inventory of classroom equipment and materials.

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14. Perform monitoring and supervisory duties as assigned. (playground, hall, cafeteria, detentions, bathroom field trips, programs, bus duty, ISS, vision and hearing screenings, etc.)
15. Maintain student records.
16. Provide assistance to injured children following prescribed measures.
17. Write up classroom reports and office referrals from playground.
18. Promote a positive image of the district at all times.
19. Perform additional responsibilities as assigned.

### WORKING CONDITIONS:

Primarily classroom environments; may be exposed to noise and contact with injured/ill or disruptive students; may involve exposure to various outdoor environments.

### Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

Tests may be administered to determine the extent to which an applicant meets the job description.

1<sup>st</sup> Reading – November 9, 2015  
2<sup>nd</sup> Reading – December 14, 2015  
Approved – December 14, 2015