

Job Title: EARLY CHILDHOOD INTERVENTIONIST
Reports to: Campus Principal and Curriculum and Instruction Director
Dept./School: Campus and Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: June 30, 2016

Primary Purpose

The Early Childhood Interventionist will work as a colleague with elementary classroom teachers to support student learning. The Early Childhood Interventionist will focus on individual and group professional development that will expand and refine the understanding about research-based effective instruction. In order to meet this purpose, the Interventionist will provide personalized support that is based on the goals and identified needs of individual teachers.

QUALIFICATIONS

Education/Certification

Certified Teacher in appropriate level
Master's degree in Education or appropriate area (preferred)
Experience in research-based instructional practices
Proficiency with curriculum and data analysis software
Desire to continue career improvement

Special Knowledge/Skills

Knowledge of curriculum and federal and state standards (TEKS) and Pre-K Guidelines
Strong organizational, communication and interpersonal skills
Ability to interpret policy, procedures, and data
Ability to coordinate, plan and implement federal/state/district initiatives
Facilitate the intellectual and professional development of teachers and teacher assistants
Create positive relationships with teachers and administrators
Communicate and demonstrate research-based instructional practices that result in increased student performance
React to change productively and handle other tasks as assigned

Experience

Five years of classroom experience
Experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of research-based instructional strategies that engage all students.
3. Provide organized, individual and group learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Demonstrate a thorough knowledge of curriculum and subject matter.
6. Provide support in analyzing student assessment data.
7. Assist teachers with designing instructional decisions based on assessment data.
8. Assist teachers with specific classroom activities when requested.
9. Provide support for classroom motivation and management strategies.

10. Assist teachers in creating materials that are in alignment with curriculum.
11. Monitor intervention programs by observing and meeting with teachers.
12. Provide teachers Internet links related to instruction and curriculum.
13. Instruct and support teachers with curriculum and data analysis software products.
14. Provide assistance in researching instructional and/or curriculum issues.
15. Model lessons when appropriate.
16. Provide encouragement and emotional support to teachers.
17. Encourage ongoing professional growth for all teachers.
18. Manage time and schedule flexibility that maximizes teacher schedules and learning.
19. Work positively toward meeting identified district and campus improvement goals.
20. Assist with development/revisions of district curriculum, instruction and assessments.
21. Align Kinder and Pre-K Curriculum.
22. Develop and maintain a confidential, collegial relationship with teachers.
23. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
24. Attend workshops/conferences to learn about new innovative instructional strategies.
25. Analyze student achievement data to identify campus and district needs. These areas of need guide decisions on staff development to improve the teaching and learning process.
26. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.

Policy, Reports, and Law

27. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
28. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
29. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

Budget

30. Report to Supervisor on the status of the instructional programs and budgetary needs in order to implement program goals.

Communication

31. Provide for two-way communication with principals, teachers, staff, parents and community.

- 32. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- 33. Monitor professional research and disseminate ideas and information to other professional.

Professional Growth and Development

- 34. Attend School Board of Trustee meetings as needed.
- 35. Attend professional staff development as needed at the state and region area to keep abreast of current practices.
- 36. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- 37. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- 38. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

Other

- 39. Perform other duties assigned by supervisor.
- 40. Maintain confidentiality of information.

Supervisory and Instructional Responsibilities

- 41. Assist classroom teachers with various instructional models, classroom management, lesson plan development, etc. as needed.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____