

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

Instructional Lead Interventionist – Grant Funded

POSITION: Instructional Lead Interventionist - Grant Funded

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

NATURE OF WORK: This is a professional position to meet the instructional goals of the school and school system by facilitating and delivering instructional interventions effectively to ensure student achievement specifically for grades K-2. This position works with and interacts with other staff to provide additional supports, conduct assessments of students, administer small-group instruction, and provide professional development for parents, teachers, and support staff.

ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Supervise student activity on school property;
- Plan and coordinate the instructional program in accordance with the current curricula;
- Interact in a positive manner with students, staff, and parents/guardians;
- Complete necessary reports timely;
- Plan and deliver professional development; and
- Report to work on-time and daily.

DUTIES AND RESPONSIBILITIES: This position will provide the following service for Title I eligible students and staff servicing these students:

- Assumes major responsibility for the instructional support of the grant initiatives;
- Facilitates collaborative team discussions and other data-based decision-making sessions;
- Works collaboratively with all K-2 staff and support service providers working with students within schools;

- Provides leadership in grant implementation and prepares the required reports in a timely manner;
- Models and provides coaching for other staff providing service to students, focusing on areas identified through the Title I needs assessment;
- Provides mentoring and support for teachers and staff providing service to students;
- Provides direct instruction to students for small group interventions or extension programs;
- Supports classroom teachers, with the administration and interpretation of formal and informal assessments;
- Conducts professional development for parents, teachers, and support staff;
- Relates well to students, colleagues, parents, and community members;
- Analyzes data to impact instruction;
- Schedules support staff to provide targeted literacy interventions as indicated by ongoing data analysis;
- Possess strong organizational skills and attention to detail;
- Demonstrates ability to integrate technology in instruction; and
- Other duties as assigned.

QUALIFICATIONS:

- Possess advanced professional certificate or eligible to receive APC in 2019-2020 school year, required;
- Holds valid endorsement in elementary education, required;
- Minimum of four years of successful teaching experience, required;
- Letter of recommendation by current principal/immediate supervisor, required;
- Preference given for a candidate that is currently an Instructional Resource Teacher; **or** holds a Master's degree in curriculum and instruction; **or** holds a current and valid endorsement as a reading specialist; and
- Knowledge of curriculum and staff development.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

