

ACADEMIC INTERVENTIONS SPECIALIST (31A Funded)

Job Description

SUPERVISOR:	Principal
EMPLOYED BY:	CSA
SUPERVISES:	Students, Instructional Aides, volunteers, assigned support staff, and Code of Student Conduct.
CLASSIFICATION:	Exempt, Full-time
JOB DESCRIPTION:	To work directly with identified at-risk students needing additional support in order to become proficient in reading, writing and mathematics. Instruction will be provided in reduced-size group intervention format. The Academic Interventions Specialist will work closely with class teachers and/or Academic Leads of the school as it may apply. This position will support and uphold the mission and vision of the environmental academy.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

CURRICULUM & INSTRUCTION:

- Accepts responsibility for the achievement of students.
- Works with at-risk students in order to increase subject area academic performance.
- Provides supplemental instruction to identified individual students helping them with developing and/or strengthening subject-specific skills and knowledge.
- Conducts skills attainment progress assessments, analyzes student achievement data and develops appropriate and timely interventions.
- Guides the learning process toward achievement of curriculum goals and implementation of personal learning plans of students.
- Works collaboratively with classroom teachers.
- Demonstrates effective planning and organization for instruction.
- Selects appropriate materials for implementation of the curriculum and adapts materials and methods to the learning styles and abilities of students.
- Uses creative, differentiated instruction methods and procedures and adapts effectively to unusual situations.
- Motivates students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation, and feedback; holds high expectations and demonstrates sensitivity to different learning styles.
- Uses resources effectively to support learning activities in the classroom, the Academy, and the community.



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- Demonstrates exceptional classroom techniques, which include the art of questioning, clarity of assignments, communicating, an atmosphere of mutual respect, independent thought and expression, and student and teacher experiences in large and small groups.
- Follows all Title 1 requirements as required by the State of Michigan.

CLASSROOM MANAGEMENT:

- Works cooperatively with guardians and generates guardians' confidence in the teacher.
- Demonstrates genuine concern for students in a climate characterized by high personal and student expectations.
- Promotes responsible citizenship through one's actions as a role model.
- Provides a classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and the development of responsible citizenship.

STUDENT ACQUISITION & RETENTION:

- Shares responsibility for marketing the Academy in the community.

PROFESSIONAL DEVELOPMENT & LEADERSHIP:

- Participates in the development of policies and regulations that affect instruction and the conditions of success.
- Reads and communicates new developments and research in reading, writing and mathematics to administration and classroom teachers.
- Uses technology effectively for instruction, record keeping, communication and other administrative tasks.
- Shares responsibility for professional, cooperative staff relations and for out-of-class activities important to the operation of the Academy.
- Conducts himself or herself according to professional and ethical principles.
- Continually strives to improve classroom methods, teaching techniques, and interpersonal relationships.
- Displays personal qualities, which reflect favorably upon the individual, the group, and the Academy.
- Displays pride in being an employee and a member of the Academy.
- Assumes other responsibilities assigned by the Principal.

FACILITIES:

- Assumes responsibility for the orderliness of the learning environment and the appropriate and safe use of instructional facilities and equipment.



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REQUIREMENTS:

Minimum Requirements:

- Valid Michigan teaching certificate with endorsements in appropriate grade and subject levels. Except as otherwise provided by law, the Academy shall use certificated teachers according to state board rule.
- Minimum of bachelor's degree.
- Demonstrated competence as a teacher in all areas of focus.
- Able to use technology as an instructional tool in the classroom, as a means of analyzing academic achievement data, and as a tool to aid effective communications.
- Excellent verbal and written expression using proper grammar and vocabulary.
- Demonstrates proficiency in differentiated instruction techniques.
- Strong interpersonal skills.

Desired Requirements:

- Master's degree.
- Experience working with At-Risk students.

WORK ENVIRONMENT:

While performing duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. The lighting in the work environment is usually well lit and appropriate for a classroom setting. Work must be performed in the school setting with students.

TERMS OF EMPLOYMENT:

Salary and work schedule established by CSA and approved by the Academy Board via the annual school operating budget and calendar approval process.

LEGAL REQUIREMENTS:

Criminal Records Check, Unprofessional Conduct Disclosure Release, Sex Offender Registry Clearance, Employment Eligibility Verification using e-verify, and ICHAT clearance.

EVALUATION:

The Principal and designated CSA employees evaluate job performance through systematic input from various primary internal and external stakeholders.



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STATEMENT OF UNDERSTANDING:

I have reviewed this job description with my Supervisor. I understand the requirements, essential functions and duties of this position. I also understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of me as an employee.

Signature of Employee

Date Signed

Printed Name of the Employee

Date Signed

Signature of Supervisor

Date Signed

Printed Name of Supervisor

Date Signed