



Job Title: Director of Intervention

Exemption Status/Test: Exempt/Executive* or Administrator in an Educational Establishment

Reports to: Associate Superintendent of Curriculum, Instruction, and Assessment

Date Revised: June 11, 2015

Dept. /School: Intervention

Primary Purpose:

To provide the leadership to successfully implement district's response to intervention program in order to serve the academic needs of all students to increase student performance and achievement. Monitor, communicate, and respond to local, state, and federal laws and requirements regarding response to intervention systems

Qualifications:

Education/Certification:

Master's degree in education administration or related field
Valid Texas Teacher Certification
Valid Texas Administrator Certification or other appropriate certifications

Special Knowledge/Skills:

Knowledge of response to interventions systems and programs
Knowledge of strategies for intervention instruction
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills

Experience:

Minimum of five years as a successful campus/central office administrator

Major Responsibilities and Duties:

Instructional Leadership

Works with campus administration to plan, implement, and evaluate the campus intervention program

1. Provides intervention training to campuses and at district level utilizing researched, proven best practices.
2. Uses research findings, assessment data, and district studies to improve outcomes of the teaching/learning process.
3. Assist with planning, scheduling and organizing the schools' master schedules so that all students receive appropriate instruction and intervention.
4. Provides input when purchasing the most appropriate universal screeners, online intervention programs, etc., bases on research and acceptable results.
5. Supports technology integration into classroom and campus intervention programming.
6. All other duties as assigned.

District/Organizational Improvement

7. Supports efforts of principals and teachers to achieve district goals as measured by the Texas Academic Performance Standards in order to achieve overall performance.
8. Systematically monitors effectiveness of intervention programs by observations and analysis of campus and district student test data.
9. Works cooperatively with other district staff in developing the mission and articulating the vision of the district's intervention program.

Policy, Reports, and Law

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
11. Compile, maintain, and file all reports, records, and other documents as required

Budget

12. Develop and administer the department of intervention budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

Personnel Management

13. Prepare, review, and revise job descriptions for the intervention department.
14. Evaluate job performance of employees to ensure effectiveness.
15. Select, train, evaluated, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

16. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
17. Communicate to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.

Community Relations

18. Articulate the district's mission, instructional philosophy, and intervention programming to the community and solicit its support in realizing district's mission.
19. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
20. Use appropriate and effective techniques to encourage community and parent involvement.
21. Foster rapport between the district and the community through positive involvement in civic activities.

Supervisory Responsibilities:

Supervise, develop, evaluate, and recommend the hiring and firing of the following Intervention Department staff:

- Intervention Coordinator
- Secondary Intervention Trainer
- Elementary Intervention Trainers
- Elementary Instructional Support Teachers
- Elementary Interventionists

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.