

**Rapid City Area School District 51-4  
JOB DESCRIPTION**

**I. POSITION TITLE:**

Intervention Specialist

**II. CLASSIFICATION:**

Exempt – Teacher, 12-month contract

**III. QUALIFICATIONS:**

- A. Education Level: Meet certification requirements as established by the state of SD.
- B. Experience Desired: Elementary classroom or Special Education teaching experience. Competency in Inquiry-Based Mathematics and Balanced Literacy theory and practice.
- C. Other Requirements: Possess knowledge of Response to Intervention (RTI) and 504 plans.

**IV. REPORTS TO:**

Building Principal

**V. RECEIVES GUIDANCE FROM:**

- A. Office of Teaching, Learning, and Innovation
- B. Office of Special Education

**VI. SUPERVISES:**

Not Applicable

**VII. WORK HOURS/PHYSICAL REQUIREMENTS:**

This can be a part or full-time, exempt position. The normal work week shall not exceed thirty- seven and one half-hours per week with few exceptions. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor.

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:**

To positively impact student achievement through the Response to Intervention (RTI) process. Coordinate and provide required services for students referred for intervention through the three-tier process. Provide services required for students on Section 504 case plans, as needed.

**IX. ESSENTIAL FUNCTIONS AND DUTIES:**

The Elementary intervention teacher's responsibilities may include some or all of the following:

- A. Provide instruction to students eligible for intervention as determined by the district intervention Matrix.
- B. Develop and implement behavior, math, and literacy intervention plans for students.
- C. Plan and collaborate with other staff members. (RTI team).
- D. Use district approved instructional materials for intervention lessons.
- E. Facilitate building-level professional learning opportunities in the area of the RTI process.
- F. Participate in Tier 2 and Tier 3 (Multi-disciplinary Assessment Team) student transition meetings.
- G. Coordinate the collection, recording, and analysis of student data (Progress Monitoring).
- H. Participate in and contribute to cross-district professional learning opportunities.
- I. Maintain the confidentiality of students and their families.
- J. Monitor and comply with federal, state, and district policies and procedures.
- K. Perform other duties as assigned.

**X. EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for professional staff.

**XI. TERMS OF EMPLOYMENT:**

Nine (9) month work year. Salary and work year as established by the board of education.

Recommended by:

Date:

\_\_\_\_\_  
Assistant Superintendent for Fiscal & Support Services

Approved by:

Date:

\_\_\_\_\_  
Superintendent of Schools

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Intervention Specialist  
Document Created: February 2017