

**Job Title**: Intervention Specialist

**Reports to**: Principal

**Status:** Full Time; 10 months

**Updated:** December 10, 2017

**Position Purpose:**

St. Ursula Academy’s Intervention Specialist develops and provides personalized instruction and support for students with and/or without disabilities. The Intervention Specialist is responsible for coordinating and communicating with students, teachers, parents, The Learning Commons, counseling staff, as well as public school districts. The Intervention Specialist embraces SUA’s Catholic identity and single-sex education.

**Mission**

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

**Primary Duties**

* Supports and promotes the mission, vision, and core values of St. Ursula Academy (SUA)
* Supports SUA’s Strategic Plan and Ohio Catholic School Accrediting Association (OCSAA) process
* Adheres to and supports the Employee Manual, Faculty Notebook, and the Student Handbook
* Contributes positively to the collaborative environment of SUA

**Curricular Planning/Teaching and Engaging Students**

* Assess students using various forms of assessments to make informed data driven decisions for course selections
* Spearheads the development and implementation of each Individualized Education Program (IEP) or Minor Adjustment Plan (MAP)
* Provides delivery of specially designed instruction as defined by the IEP and/or MAP
* Make data informed decisions to provide evidence-based instructional practices for students identified as needing remediation
* Demonstrates best practices in delivering instruction, using a variety of instructional and strategic methods, and technologies to engage student learning
* Able to provide a task analysis of content standards to effectively identify gaps in student achievement
* Creates differentiated lessons designed to meet the needs of all learners
* Utilizes the college block to best understand how to serve the students
* Manages and orders materials that are necessary for performing job functions
* Creates and maintains a safe, orderly environment that is conducive to learning

**Communication and Collaboration**

* Maintains records, and communications with parents, teachers, and Student Services Team
* Works collaboratively with faculty, assist in classroom intervention strategies
* Possesses the ability to respond effectively to the needs of a diverse and demanding student/parent population
* Establishes and maintains open communication through parent conferences, including students, administration, and teacher meetings as needed, in order to specifically discuss student progress
* Effectively relates to students and builds positive relationships
* Communicates with standardized testing companies to ensure that identified students qualify for any adjustments needed when taking said assessments
* Fulfills additional requests and responsibilities as indicated by the Department Chair, the Academic Coordinator, the Junior Academy Program Director, or the Principal

**Professional Development**

* Pursues actively professional development for institutional and individual goals
* Submits completed Annual Action Plan and Individualized Professional Development Plan
* Maintains Intervention Specialist license
* Attends all Faculty In-Services

**Education and Experience**

* Licensed Intervention Specialist in the State of Ohio

**Knowledge, Skills, and Abilities:**

* Active listener with excellent interpersonal, oral, and written communication skills
* Team player with demonstrated ability to work collaboratively
* Person of integrity and maturity
* Highly organized, creative, and a self-starter with ability to plan for and meet deadlines
* Demonstrates patience for working with students
* Computer literate; knowledgeable of Microsoft Office products such as Outlook, Word, Excel, PowerPoint
* Be accessible for meetings before and after normal work hours, as necessary

***The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.***

**Hours***:* Full-time salaried position-- 10 months

**Rate of Pay**: Commensurate with experience

**Contact Information:** Please respond via email submitting cover letter, resume, the names of three professional references, and salary requirements by January 8, 2018 to:

**Kathleen Schramm**

**kschramm@toledosua.org**

*Only applications submitted via email will be accepted.*