



JOB DESCRIPTION

JOB TITLE: **Teacher: RTI Specialist (9-12)**

Position Type: Certified	Department: School
Salary Schedule: Certified	Location: School
Reports to: Principal	
Term of Employment: 9 months	Shift: Day
Approved by: Human Resources	Date: February 10, 2015

POSITION SUMMARY:

The Response to Intervention (RTI) Academic Specialist organizes and implements the intervention program in an assigned building. They are responsible for identification of students, implementation of RTI services, participating in parent conferences, providing RTI related staff development, and tracking student progress.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Works cooperatively with building Principal, Instructional Coach and/or Reading Specialist and classroom teachers.
- Attends all training and intervention in-services provided.
- Participates in MTSS meetings.
- Assists school personnel with the identification of students for intervention programs.
- Works cooperatively with classroom teachers to supply intervention to individual and small groups of children using adopted intervention programs for core academic areas.
- Communicates with school personnel and parents of children receiving intervention services.
- Assists, where applicable, in the administration of screening, diagnostic, progress monitoring, and summative assessments.
- Maintains records on each child as a basis for instruction.
- Keeps complete records on each child receiving intervention to be shared at MTSS meetings
- Monitors the progress of children who have completed intervention programs.
- Completes data forms as specified.

- Assists Instructional Coach and classroom teachers in planning and implementing parent literacy workshops.
- Assists Instructional Coach and Principal in planning and implementing professional development related to RTI.
- Maintains regular attendance.
- Demonstrates excellent oral and written communication skills.
- Effectively implements state standards and district curriculum.
- Demonstrates knowledge of students and individualizes appropriately.
- Selects appropriate instructional goals.
- Utilizes all available resources to enhance instruction.
- Designs and implements coherent instruction.
- Effectively assesses student learning.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Effectively manages classroom procedures.
- Effectively manages student behavior.
- Optimizes physical space and resources for safety and usage.
- Communicates clearly and accurately with all audiences.
- Uses effective questioning and discussion techniques.
- Engages students in meaningful learning.
- Provides useful and timely feedback to students.
- Demonstrates flexibility and responsiveness.
- Reflects on teaching and varies techniques and approaches accordingly.
- Maintains accurate records.
- Communicates well with parents, students, staff and administrators.
- Contributes to the school and district.
- Grows and develops professionally.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Provides differentiated instruction for students of all abilities.
- Works cooperatively with all staff members.
- Uses effective motivational techniques.
- Places emphasis on both student achievement and well being.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS AND/OR ABILITIES:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have basic knowledge of computer.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have Secondary Certificate

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- A minimum of four years of effective teaching experience preferably at high school level

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write routine reports, correspondence, and procedure manuals.
- Demonstrates the ability to speak effectively before groups, including the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee may occasionally work near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.