



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Title I ELA Interventionist**

|                                     |                             |
|-------------------------------------|-----------------------------|
| Position Type: <b>Certified</b>     | Department: <b>School</b>   |
| Salary Schedule: <b>Certified</b>   | Location: <b>School</b>     |
| Reports to: <b>Principal</b>        |                             |
| Term of Employment: <b>9 months</b> | Shift: <b>Day</b>           |
| Approved By: <b>Human Resources</b> | Date: <b>March 16, 2018</b> |

### **POSITION SUMMARY:**

The ELA Interventionist will effectively plan and provide small group English Language Arts intervention to 7<sup>th</sup> and 8<sup>th</sup> grade and facilitate efforts to ensure students meet standards. Also, the ELA Interventionist will oversee Title I paraprofessionals.

*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:**

- **Small group intervention:**
  - Small group reading and writing interventions for grades 7<sup>th</sup> and 8<sup>th</sup> to identified students who are not meeting reading and writing standards.
  - Effectively implements AZCCR Standards and DVUSD curriculum.
  - Provides differentiated instruction.
  - Provides useful and timely feedback.
  - Provides students with guided practice and gradual release.
  - Progress monitoring of both reading and writing skills.
  - Place emphasis on both student achievement and well-being.
  - Effectively manages classroom procedures and student behavior.

- **Assessment, Progress Monitoring, and Data:**
  - Assesses and progress monitors students using a variety of tools to determine areas of need.
  - Interprets assessments and outcome data to inform small group instruction.
  - Maintain accurate records of assessments, intervention and student progress.
  - Conducts monthly data meetings with ELA teachers.
  - Assists ELA teachers with the implementation of differentiated reading and writing strategies to meet the specific learning needs of students.
  
- **Professionalism:**
  - Communicates clearly and effectively with parents, students, staff, and administrators.
  - Serves as a resource to the English Languages Arts department regarding intervention.
  - Provides support to the school regarding research based reading best practices.
  - Demonstrates flexibility and responsiveness.
  - Demonstrates professionalism at all times.
  - Follows all administrative procedures and policies of the school district and at campus level.
  - Works collaboratively with all staff members.
  - Meets 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.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Demonstrates skills 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 and follow the DVUSD Dress Code.

**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 have a Reading Specialist Certificate.

**EDUCATION AND/OR EXPERIENCE:**

- Must have earned a Bachelor's degree (BA) from a four-year college or university.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**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 50 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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*