

**JOB DESCRIPTION  
ADMINISTRATIVE REGULATION GCA-RLI**

**FAIRHAVEN PUBLIC SCHOOLS  
LEAD ELEMENTARY AND SECONDARY INTERVENTIONIST  
JOB DESCRIPTION FOR MATH AND/OR LITERACY**

**Positions:** Math and/or Literacy Interventionists  
**Reports to and Evaluated by:** Principal  
**Work Year:** School Year

**JOB PURPOSE**

The Math and/or Literacy Interventionist will assist in delivering intervention services to students who have been identified as struggling learners in math and/or literacy so as to enable them to meet their academic grade level goals. Working with classroom teachers and other professional support staff, the Math and/or Literacy Interventionist will assist in implementing identified strategies for students identified as needing additional support in math and/or literacy. The Math and/or Literacy Interventionist will be responsible for keeping records to effectively progress monitor the work efforts of the identified students receiving services.

**ESSENTIAL DUTES AND RESPONSIBILITIES**

1. Assists in providing targeted intervention to small groups of identified struggling learners.
2. Participates in the identification of eligible students for math and/or literacy intervention services
3. Able to use appropriate instructional strategies and materials provided by specialists and/or administration to meet the individual needs of each student
4. Able to utilize diagnostic tools for assessment of identified students provided by specialists and/or administration
5. Implements plans for students in collaboration with classroom teachers and/or other professional staff specialists
6. Keeps appropriate records (i.e., progress monitoring) and prepares individual student reports related to targeted interventions
7. Communicates with classroom teachers and other professional staff regarding student needs and progress

8. Participates as part of the data team that meets to assess student progress and to identify specific interventions
9. Participates in appropriate professional development opportunities as determined by the principal
10. Demonstrates flexibility, dependability, and self-direction
11. Completes other tasks specifically related to the role of the interventionists as designated by the interventionist's supervisor

**QUALIFICATION REQUIREMENTS**

Highly qualified

Analytical skills to read and interpret data

Strong communication and collaboration skills

S.C. Received: June 24, 2015