
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: CONNI CARNLEY
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTION

DATE: 07/21/16

We are requesting approval of the attached job description:

1. Academic Intervention Specialist for Middle School Literacy

If you have any questions concerning this job description, please call Patti Petrie at 983-5045.

**School District of Santa Rosa County
Job Description**

Academic Intervention Specialist for Middle School Literacy

Reports to: School Principal	FLSA Status: Exempt
Department: School Based	Prepared by: Human Resources
Date: July 28, 2016	Job Code: 20142

Principal Duties and Responsibilities (Essential Functions):

- Provides supplemental small group differentiated literacy intervention for students in grades 6-8 in the locations and at the times designated not to exceed 180 minutes/day. If required to work at more than one location, must provide reasonable means of transportation
- Completes duties as assigned as a language arts teacher in the instructional personnel job description
- Coordinates literacy intervention programs and activities designed to meet the needs of all students assigned to grades 6-8
- Promotes family involvement in education through partnerships between schools, parents, other organizations, agencies, parent centers, and community-based family partners
- Increases educators' awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families
- Provides information, training, and support for families and educators
- Increases educators' awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families
- Assists with activities related to literacy/language arts assessment of students
- Collaborates with all other professional literacy and support personnel in the delivery of multi-system support for teachers and students

Supervision Received:

Supervisor/s—School Administration

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

Preferred:

1. Highly Qualified
2. Currently holds certification in English (5-9) or English 6-12 or Reading (K-12)/Reading Endorsement K-12
3. Five years highly effective Middle Grades experience

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved compensation plan

Teacher position paid from the instructional salary scale

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.