

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

**Academic Intervention Specialist, Tier III**

<b>Reports to:</b> Director of Federal Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Federal Programs	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 18, 2017	<b>Evaluation Code:</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Instructs assigned Tier 3 reading groups in the locations and times designated. If required to work at more than one location, must provide reasonable means of transportation.
- Monitors quality and fidelity of interventions for grades 3 – 5 receiving Tier 3 as directed by the MTSS plan.
- Attends and collaborates with schools' MTSS team
- Assists with activities related to reading assessment of students
- Provides information, training, and support for families of Tier 3 students
- Collaborates with ESE personnel to insure student success
- Provides professional development for grades 3 – 5 classroom and ESE teachers
- Collaborates with all other professional reading and support personnel in the delivery of integrated services for general education and ESE students
- Establishes consistent communication with 3-5 classroom teachers and/or ESE teachers that have a Tier 3 students
- Is knowledgeable about computer based interventions for Tier 3 students and monitors data regularly

**Supervision Received:**

Director of Federal Programs

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

1. Bachelor's Degree or higher from an accredited institution
2. Currently hold or eligible for Florida Elementary Education Certification K-5
3. A minimum of three years elementary teaching experience
4. Favorable recommendation from their current principal or immediate supervisor

**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:**

Based on the adopted salary schedule for instructional personnel

**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.