

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

**Student Intervention Specialist**

<b>Reports to: Director of High Schools Principal of Virtual Academy</b>	<b>FLSA Status: Exempt</b>
<b>Department: Curriculum and Instruction</b>	<b>Prepared by: Human Resources</b>
<b>Date: June 21, 2018</b>	<b>Job Code: 20339</b>

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

- Counsels with students and parents on home situations to improve conditions related to school work, behavior, attendance, and/or interest
- Provides support in assisting the student with goal setting and graduation information.
- Assists and supports students in transitioning between schools, grade levels, and returning to school from alternative programs
- Makes home visits for the purpose of gathering helpful information on a student's background
- Participates with other members of the student's personnel team in Multi-Tier Systems of Support Team, Integrative Service Team and Truancy Intervention Plan meetings.
- Provides own method of transportation to various locations when required
- Encourages students to set and maintain appropriate standards of classroom behavior
- Implements the school's and district's philosophy of education and instructional goals and objectives
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations
- Establishes and maintains cooperative relations with students, faculty, staff and parents
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Performs other tasks and responsibilities as assigned

**Supervision Received:**

Director of High Schools-Principal of Virtual Academy

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution.
2. Currently holds or eligible for Florida teaching certificate.
3. 2 years' experience working with At-Risk youth
4. 2 years working in public education

**Preferred:**

N/A

**Physical Demands:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions. 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.