



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/28/2021

TITLE: Intervention Teacher	EMPLOYMENT: 9.5 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for supporting student achievement in Math and/or English Language Arts. The Intervention Teacher provides direct instruction to students identified as eligible for Math and/or English Language Arts services in individual, and/or small group settings and responsible for monitoring, reporting, and communicating student progress and performance. Serves as a strong character role model for students. Maintains a positive working relationship with students, parents, staff, and administration.

Necessary Qualifications:

- Bachelor Degree in Education, Reading or Math Endorsement preferred.
- Valid Arizona Department of Education Teaching Certificate.
- Five years of successful teaching experience.
- Proficient with use of instructional technology programs and equipment.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification required within 30 days of hire.
- Valid State Driver's License.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Ability to communicate ideas and directive clearly and effectively, both orally and in writing.
- Knowledge of Navajo Culture and Navajo Language preferred.
- Good verbal and written communication skills, ability to communicate well with parents, children, teachers and the general public.

Duties and Responsibilities:

- Provides direct instruction to students identified as eligible for Math and/or English Language Arts services in individual, and/or small group settings.
- Conducts student assessments to identify those eligible for intervention services, to plan instruction, and/or to assist staff members in learning various assessment techniques. Assesses the accomplishments of students on a regular basis and provides progress reports as required.

- Uses identified needs to guide the learning process toward student achievement of KDLO's Math and/or English Language Arts content standards.
- Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
- Uses a variety of manipulatives and hands-on activities to support content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a classroom environment and research-based program of study that is conducive to learning and appropriate to the maturity and interests of the students.
- Provides written evidence of preparation upon request of immediate supervisor.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains confidentiality and accurate, complete, and correct records as required by law, school policy, administrative guidelines, or specific program requirements.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Conducts or participates in needed parent conferences and telephone conferences.
- Collaborates, as needed, with appropriate personnel regarding students who may need specialized interventions.
- Supervises students during in and out of classroom activities during assigned working day.
- Strives to maintain and improve professional competence through professional development activities.
- Participates in discussions or activities focused on using research to improve Math and English Language Arts.
- Participates in staff development focused on delivery of Math/English Language Arts intervention and assessment.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in faculty and committee meetings, in-service training and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received by: Academic Coach

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board Policies.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.