

TALAWANDA SCHOOL DISTRICT
131 WEST CHESTNUT STREET
OXFORD, OHIO 45056

**PROFESSIONAL STAFF POSITION
JOB DESCRIPTION**

TITLE: PRESCHOOL INTERVENTION SPECIALIST

QUALIFICATIONS:

Hold a current license in the state of Ohio as an Early Childhood Intervention Specialist (PK-3).

PREFERENCES:

Crisis Prevention & Intervention trained
Knowledge of Positive Behavior Intervention & Supports (PBIS)
Knowledge and experience with different intervention programs/types
Strong verbal, written, and interpersonal communication skills.
Ability to problem solve and facilitate difficult conversations.

GENERAL DESCRIPTION:

The Intervention Specialist is responsible for all aspects of Special Education services and compliance. The Intervention Specialist must be knowledgeable and up to date on all laws pertaining to special education, including but not limited to the *Individuals with Disabilities Education Improvement Act (IDEIA)*. The Intervention Specialist is required to adhere to all regulations outlined in *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities*.

It is the responsibility of the Intervention Specialist to ensure that all students identified with a disability are given access to a free and appropriate public education (FAPE) which includes high quality specially designed instruction and appropriate accommodations and modifications. The Intervention Specialist will provide rigorous academic expectations for all students.

To promote optimal cognitive, language, social, emotional, fine and gross motor development in young children with and without disabilities.

REPORTS TO: BUILDING PRINCIPAL, DIRECTOR OF STUDENT SERVICES

RESPONSIBILITIES:

- Student responsibilities:

- Assess student's present levels of performance at the beginning of each school year and prior to annual IEP reviews
- Plan and deliver specially designed instruction to identified students in the classroom or resource room as dictated by each student's IEP
- Coordinate a schedule that meets all IEP specially designed instruction
- Develop behavior plans for students whose behavior impedes his/her learning or the learning of others
- Progress monitor IEP goals consistent with the timelines indicated on each individual IEP goal.
- Collaboration with general educators regarding accommodation and differentiation in the general classroom
- Provide a developmentally appropriate preschool curriculum for three, four and five year old children.
- Select and develop instructional materials and equipment appropriate for children three, four and five years of age.
- Meet compliance deadlines for ETRs and IEPs
 - Maintain and update individual student files with work samples, progress reports, and the current ETR/IEP
 - Maintain accurate and complete records as required by law, district policy and administrative regulation. File required reports in a timely fashion.
 - Schedule and facilitate yearly IEP meetings two weeks in advance of the IEP due date for each student including the parent invitation 10 days in advance of the meeting date
 - Write a thorough prior written notice after each IEP event
 - Provide documents to Student Services department and parents in a timely manner (1 week)

OTHER DUTIES:

Knowledge of: Board policies and procedures; required local, state, and federal reports; grant writing; community engagement tools; public relations; and effective conferencing techniques.

Ability to: Interpret policy, rules, and regulations; work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect and analyze data; compile and prepare required reports; write grants and meet deadlines; build trust; manage time; lift moderate amount of weight; transport self and materials to work sites.

Equipment Operated: Computer, printer, personal vehicle, copy machine, telephone, voicemail, fax.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather; traffic. Attends functions or performs duties outside of the normal workday / hours.

Periodic: Exposure to unruly or challenging children/adults, traffic, blood, bodily fluids and tissue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Talawanda Board of Education. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

Employee may be assigned additional days to the contract based on annual need(s).

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Staff and Ohio Revised Code.

Revised March 2020