

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: Intervention Instructional Coach

TYPE: Licensed

REPORTS TO: Special Education Director

POSITION SUMMARY:

The primary purpose of this position is to provide support and assistance to school administration, instructional staff, and classified support staff working to develop and support instruction for students that require differentiation and small group instruction to access curriculum. The Specialist develops and provides professional development activities for staff on instructional methodologies that promote MTSS tier II and III systemic engagement in our neighborhood school classrooms.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon License with appropriate endorsement or ability to obtain the license.

ESSENTIAL FUNCTIONS:

1. Provides leadership and professional development focused on implementing instruction that radiates skill deficit, provides multiple opportunities to practice, and immediate corrective feedback.
2. Provides support to school MTSS teams with a focus on yellow and red zone supports and intervention.
3. Provides professional development and support to school MTSS teams and Dean of Students Success in the development of small group instructional strategies that advances academic achievement for students that require consistent differentiated instruction.
4. Provides training and support for classified staff members implementing in the small group instructional settings.
5. Utilizes school and student Star assessment and behavior referral data to advance school and district MTSS systems.
6. Assists and guides teachers in making modifications and adaptations for students.
7. Acts as a student advocate.
8. Works with building Level II Teams to ensure integrity of process, communication, and use of comprehensive interventions.
9. Acts as a school/parent liaison regarding placement and instructional issues.
10. Coordinates staff development program for classified assistants.
11. Makes recommendations regarding program equipment and materials.
12. Advises the Director of Special Education in matters of program management based on staff input and observation.
13. Special projects as assigned.
14. Develops and maintains a Multi-Tiered System of Support (MTSS) that includes a triage system for timely and effective interventions to ensure student and staff safety.
15. Assists parents and community members as needed.
16. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
17. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
18. Operates computer and software programs as related to job responsibilities.

19. Lifts, moves, or restrains a student on an infrequent basis.
20. Frequent or prolonged standing, walking and sitting.
21. Frequent and prolonged talking /hearing conversations.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings.
2. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position-related travel and will be reimbursed for approved mileage).
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current base work year is approximately 191-216 paid days, subject to change. May include extended contract days. Salary and benefits based on the current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Date

Employee Signature