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

**Academic Intervention Specialist**

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| **Reports to: School Principal** | **FLSA Status: Exempt** |
| **Department: School Based** | **Prepared by: Human Resources** |
| **Date: May 22, 2014** | **Job Code: 20137,21213, 21214, 21217** |

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

* Meets and instructs assigned reading class(es) of K-2 students in the locations and at the times designated. If required to work at more than one location, must provide reasonable means of transportation
* Completes duties as assigned as a reading teacher in the instructional personnel job description
* Coordinates literacy programs and activities designed to meet the needs of all students assigned to grade K-5
* Promotes family involvement in education through partnerships between schools, parents, other organizations, agencies, parent centers, and community-based family partners
* Increases educators’ awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families
* Provides information, training, and support for families and educators
* Increases educators’ awareness of the issues that impact family involvement for at-risk, minority, or hard-to-reach families
* Assists with activities related to reading assessment of students
* Collaborates with all other professional reading and support personnel in the delivery of multi-system support for teachers and students

**Supervision Received:**

Supervisor/s—School Administration

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor’s degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate or appropriate license

**Preferred:**

1. Highly Qualified
2. Five years elementary experience

**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:**

Approved compensation plan

Teacher position paid from the instructional salary scale

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**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.