

Santa Rosa County District Schools
Job Description

Student Intervention Specialist

Reports To: Director of Continuous Improvement
FLSA Status: Exempt
Department: Curriculum and Instruction
Prepared by: Human Resources
Date: September 10, 2020
Job Code: 20339

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Counsels with students and parents on home situations to improve conditions related to schoolwork, 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 Continuous Improvement

Supervision Exercised:

NA

Minimum Qualifications & Skills:

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

Preferred Qualifications & Skills:

NA

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

Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays