**Response to Intervention (RTI) Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Principal **Classification:** Professional

**Dept/Campus:** Assigned Campus **Paygrade:** Teacher

**Wage/Hour Status:** Exempt **Revised:** June 2013

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Work with small groups of children identified as at-risk in Reading and/or Math. Work closely with Instructional Services, campus administration and faculty, as well as parents, to ensure student learning and academic success.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree from accredited university

Valid Texas teaching certificate with required endorsements for subject/grade level assigned

Meet No Child Left Behind (NCLB) Highly Qualified Teacher requirements for subject/grade level assigned

**Special Knowledge/Skills:**

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

**Experience:**

Preferred At least five years of classroom teaching

Preferred Experience in Curriculum Development

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assess children throughout the school and identify children at risk.
2. Design and implement academic interventions using research-based methodology.
3. Communicate with school personnel and parents of children regarding reading and/or math level and rate of progress.
4. Gather, compile, and disaggregate data; and link that data to student learning and instruction.
5. Differentiate instruction based on assessment data.
6. Document interventions and progress on each child.
7. Develop and implement lesson plans that fulfill the requirements of district’s curriculum program and show written evidence of preparation as required.
8. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
9. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
10. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
11. Use technology to strengthen the teaching/learning process.
12. Help students analyze and improve study methods and habits.
13. Be a positive role model for students and support the mission of school district.
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly.
20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
22. Compile, maintain, and file all reports, records, and other documents required.
23. Attend and participate in faculty meetings and serve on staff committees as required.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental/Physical Demands:**

Maintain emotional control under stress. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Physical intervention may be required at times to manage student behavior; normal classroom environment as well as inside and outside duties.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date