



Madison Local Schools Professional Staff Position
JOB DESCRIPTION
 2019-2020 School Year

TITLE	Early Childhood Intervention Specialist PK-3 for Preschool Classroom
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Hold a current license in the state of Ohio as an Early Childhood Intervention Specialist PK-Grade 3 2. Current BCI & FBI Background Results 3. Willingness/ability to work as a team member 4. Required to participate in Step Up To Quality professional development yearly hours
GENERAL DESCRIPTION	The Intervention Specialist will provide an educational program as defined in each student's Individualized Education Plan in the preschool setting as a co-teacher with a general education PreK-3 licensed teacher.
REPORTS TO	Building Administrators, Director of Special Education, Preschool Supervisor
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Uphold and enforce federal, state and local guidelines in the education of students with disabilities 2. Maintain all required paperwork relating to the academic and behavioral instruction, supports and services for all assigned students with IEP's. 3. Evaluate individual students and instructional programs to monitor progress, differentiate instruction and measure program effectiveness. 4. Participate in Madison's RTI Process (Success Team) 5. Provide academic instruction in all assigned areas utilizing the school's adopted curriculum in alignment with research-based best practices. 6. Possess strong organizational skills and initiative 7. To plan and conduct two home visits per child to gather information and communicate with parents about their child's progress. 8. To plan and conduct two parent teacher conferences to communicate with parents about their child's progress. 9. To utilize the intervention assistance team process to address the needs of individual children. 10. To participate in staff training and meetings. 11. To collectively be responsible for managing supplies and other related educational materials/equipment 12. To ensure that confidentiality practices are maintained at all times. 13. To report the presence of unauthorized or atypical visitors. 14. To confer with supervisors regarding progress, concerns and recommendations. 15. To maintain records and files as required. 16. To plan and organize own work to meet priorities. 17. To meet deadlines (daily, weekly, monthly, quarterly, yearly). 18. To continuously update and improve professional competence. 19. To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR). 20. Will comply with Step Up To Quality policies and procedures, along with their interview and desk review process. 21. To perform other duties consistent with the position as

	<p>assigned.</p> <p>22. Be willing to work with all teachers, students, and families</p> <p>23..To complete required professional development for Step Up To Quality via an individual OCCRRA (Ohio Child Care Resource & Referral Association) account</p>
APPLICATION PROCESS	<p>Submit proof of qualifications to Jennifer Wilcox @ jen.wilcox@madisonmohawks.org</p> <p>Provide the Names/Email Addresses/Phone Number of 3 educational references that can provide feedback on your prior teaching experience</p>