

**MADISON LOCAL SCHOOLS**  
**Elementary Intervention Specialist**

**Please email letters of interest and resumes to [Kevin.Casey@madisonmohawks.org](mailto:Kevin.Casey@madisonmohawks.org)**

Position:	Intervention Specialist
Reports to:	Special Education Supervisor
Employment Status:	Regular/Full-time
FLSA Status:	184
Description:	Facilitates the education of students with multiple needs by the development, implementation, and evaluation of special education Individual Education Plans

\*Note: The below lists are not ranked in order of importance.

**Essential Functions:**

- Ensure safety of students
- Plan, implement, and evaluate daily learning activities based on student Individual Education Plans
- Ensure that lesson plans are developed to the satisfaction of the supervisor and that instruction and activities are appropriately reflective of the needs of the students
- Ensure that students are supervised in a manner appropriate for their age and disability and based on the students IEP requirements
- Develop behavior management plans where necessary for the habilitation and education of MD students
- Participate in team approach for development of Individual Education Plans and behavior management approaches to student behavior
- Develop plans for and *implement* functional community training through the use of educational field trips and other community activities
- Provide physical care necessary for maintenance of health and welfare of students
- Maintain a safe, clean, organized classroom environment
- Communicate with parents and support agencies in an effort to involve them in the educational progress
- Produce, manage and complete necessary documentation and paperwork for charting educational progress
- Provide direction and training to teaching assistants in classroom setting
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information
- Promote good public relations by personal appearance, attitude and conversation
- Attend work regularly and punctually
- Demonstrate a positive work ethic

- Work cooperatively with others in small groups

**Other Duties and responsibilities:**

- Serve as a role model for students in how to contact themselves as citizens and as responsible, intelligent human beings
- Attend staff meetings at the request of the supervisor
- Attend training sessions as determined by state or county policies and procedures
- Schedule parent conferences, home visits or team meetings with other school staff
- Perform other duties as assigned by the Special Education Supervisor

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent in education from a four-year college or university
- Appropriate state of Ohio certifications/license
- Current education of the Handicapped, K-12, Certification or State of Ohio Intervention Specialist
- Meet the applicable requirements of a "highly qualified" teacher under the No Child Left Behind Act within the appropriate timelines
- Education and/or training which evidences a thorough knowledge of instruction of students with multiple disabilities, curriculum development and implementation, classroom management, parent education and involvement, teaming with other education specialist and the ability to supervise classroom assistants
- Training in Crisis Intervention
- Pass a physical and criminal background check
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

This job description *is* subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.