

**MAYFIELD CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Reading Intervention Specialist</b>
<b>Reports To:</b>	Principal, Director of Pupil Services
<b>Position Status :</b>	Full Time: 185 day assignment (Section 3319.07-ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	<ol style="list-style-type: none"> <li>1. Help students to learn subject matter and skills which will lead to their development as mature, able, and responsible adults.</li> <li>2. Provide effective instruction and support that enables students to gain knowledge, acquire skills, and develop positive learning behaviors.</li> </ol>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid State of Ohio teaching license for assignment.</li> <li>2. Bachelor's Degree or higher from an accredited educational institution.</li> <li>3. Successful experience as a teacher.</li> <li>4. Commitment to meeting the learning needs of all students.</li> <li>5. Good health, high moral character, and good attendance record.</li> <li>6. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Implement the District's philosophy of education and instructional program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. Follow and implement prescribed state standards, District curriculum guides, individualized education plans (IEPs), approved accommodation plans, functional behavior plans, and approved courses of study.</li> <li>3. * Plan for instruction using written lesson plans that reflect students' IEPs, Behavior Plans, and the District's adopted courses of study.</li> <li>4. Diagnose the learning needs of students on an ongoing basis and focus instruction to address their identified needs.</li> <li>5. * Instruct students in assigned academic content enabling them to meet established curricular objectives and IEP objectives.</li> <li>6. Employ a variety of instructional techniques, technology, and media, consistent with the District's approved instructional program, physical limitations of the facility, and the needs and capabilities of the individuals or student groups involved.</li> </ol>	

7. Assess student performance on an ongoing basis and report student progress to parents/legal guardians using methods approved by the District.
8. Work in conjunction with District staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
9. Respect the diversity of students' culture, language skills, and experiences.
10. Create a learning environment that is physically and emotionally safe.
11. \* Collect necessary data, maintain records, and submit reports for services provided to students as required by law, the Ohio Department of Education, the United States Department of Education, District policy, and administrative guidelines, as assigned.
12. \* Maintain organization, control of student behavior and discipline, and a positive learning environment.
13. Motivate students to work productively and to take responsibility for their own learning.
14. Maintain a class environment that is conducive to learning and appropriate to the maturity and interests of the students.
15. Establish and maintain positive relationships with students, parents, and community.
16. Communicate and collaborate effectively with parents/guardians, other teachers, administrators, school/District staff, and other agencies serving students.
17. \* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Principal/Director on matters affecting the program and building operation.

#### **Other Duties and Responsibilities:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, Operating Standards for Ohio Schools, academic content, and instruction-related matters.
4. Perform other duties related to the specialist's role as assigned by the Principal.

#### **Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**