

COORDINATOR IV: ACADEMIC INTERVENTIONS

DEFINITION:

Under the direction of the Director of Literacy, the Coordinator of Academic Interventions serves as a resource to schools, families and students from Preschool through 12th grade. This Coordinator provides leadership and coordination in the ongoing development and improvement of academic interventions, programs, and services. The Coordinator evaluates the academic needs of our students and intervenes when appropriate to develop programs and systems that support our schools in identifying and responding effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Leads the ongoing development and improvement of academic intervention programs and services
- Collaborates with Director of STEM to ensure alignment of Tier I instruction and math intervention programs
- Consults and coaches on the development of appropriate Tier I literacy instruction
- Selects Tier II and III intervention materials and implements programs
- Evaluates, purchases, distributes, and provides support for intervention materials.
- Develops coaching and training opportunities for PK-12 intervention teachers
- Provides training and staff development for Title 1 intervention teachers
- Provides coaching and assistance to school teams in implementing an intervention system that meets the academic needs of all students
- Supports sites in using data to make decisions about intervention supports for students and development of intervention and extended learning programs
- Supports sites in using funding to meet the needs of at-risk students
- Prepares & distributes resources for administrators, teachers, classified staff and parents to support intervention needs
- Develops, manages, monitors, and refines summer school intervention programs
- Evaluates intervention program and intervention effectiveness
- Other duties as assigned

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- State funding allocation methods.

Ability to:

- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to community and staff.
- Collaborate with other agencies and departments in planning and implementing effective programs, including staff training, within established budget constraints.
- Assure accuracy of data input and management.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION/EXPERIENCE:

- Five years of successful, relevant education related work experience
- A Master's degree from an accredited college or university is preferred
- Valid California teaching or other related Services credential
- Site administrative experience preferred
- Possession of a valid California driver's license

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PHYSICAL DEMANDS:

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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