

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2015

SECTION I: GENERAL INFORMATION

Position Title: ADSIS Interventionist	Department: Special Services
Immediate Supervisor's Position Title: Principal	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-2	Bargaining Unit: Northfield Education Association
Job Summary: The ADSIS Interventionist will provide direct instructional interventions for qualifying students, manages the data about students for whom intervention is provided, and collaborates with teachers and parents regarding students' ADSIS qualification, progress resulting from interventions, and exiting the program.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Instructional Interventions
Percent of Time:	75%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Determine appropriate intervention • Implement intervention with fidelity • Adjust intervention in response to student data 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Communication and Collaboration
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Confer with the classroom teacher and/or PLC. • Communicate with parents for program entrance, progress, and exit. • Communicate with ADSIS and Problem Solving Teams (PST). • Schedule students and small groups to receive the intervention. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Data Collection and Analysis
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Determine students eligible for ADSIS services by examining the data and knowing the entrance criteria. Record and analyze intervention data, including progress monitoring and intervention adjustments. Monitor eligibility for exit. Submit records in compliance with district and state guidelines 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Other Duties
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Other duties as assigned per ADSIS guidelines. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.A., M.A., etc.)	
less than high school diploma		BA or BS (MA preferred)	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		Appropriate education major or emphasis.	
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> Working knowledge of academic and social skills commensurate with the student's age and developmental level. The ability to research and implement individualized interventions based on student's needs. Understanding of data collection and analysis methods. 	
Doctorate level			
Required Work Experience in Addition to Formal Education/Training:			
Required Supervisory Experience: N/A			

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: K-12 teaching license
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Listening ,written, and oral communication skills • Data collection and recording methodologies • Knowledge of intervention strategies in reading, mathematics, and/or student behavior
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
N/A	0
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: N/A	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	N/A
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		x		

up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

Classification History:

- Created September 2015