

Secondary Intervention Coordinator Job Description

Purpose: The Secondary Intervention Coordinator helps students attain an optimum level of personal and social growth. In order to coordinate a comprehensive intervention program, the Secondary Intervention Coordinator must work closely with the other staff and administration of the District.

Responsible to: Principals

Payment rate: According to negotiated agreement

Qualifications:

1. Master's Degree from an accredited college/university.
2. Two years' accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Help students attain an optimum level of personal and social growth to achieve a high school diploma.
2. Consult and work cooperatively with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure all activities conform to District guidelines.
4. React to change in an instructional and productive manner and handle other tasks as assigned.
5. Work to implement the vision and mission of the District.
6. Work with technology/computer systems including the student management system, database filtering, assessment systems.
7. Supervise, direct, motivate, and correct employees' job performance.
8. Model commitment and dedication to work.
9. Work independently and without supervision, and complete work in an efficient manner.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Update and maintain confidential student records, including cumulative transcripts and student files.
2. Keep student, personnel information, and records confidential.
3. Assist in identifying students with learning needs and make appropriate recommendations

- and referrals.
4. Assist in designing effective intervention services plan.
 5. Work together with appropriate staff to use the data to its fullest potential to drive intervention and response.
 6. Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
 7. Oversee the RTI/MTSS process in the secondary buildings.
 8. Maintain a District Data Manual that outlines how data is obtained and the how to implement data driven response.
 9. Assist in making recommendations for school curriculum and instructional practices.
 10. Observe and follow all school district policies during all activities.
 11. Keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
 12. Obtain advance approval of the principal for all activities and expenditures according to the current budget.
 13. Assist with school events, such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
 14. Implement and follow all District health and safety policies, including all precautions of the perform other duties and assume other responsibilities as assigned by the
 15. Principal or other Administrative Staff. Bloodborne Pathogens Exposure Control Plan.

Terms of Employment: Academic year plus other days as assigned.

Evaluation: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved: