



TITLE: Intervention Specialist

QUALIFICATIONS: Mild-Moderate Intervention Specialist, K-8 License
Orton-Gillingham Training preferred

TERMS OF EMPLOYMENT: Work year to be established by the Head of School

Part time position, hours generally less than 20 per week in morning

Hourly compensation to be established by the Board of Trustees and Head of School

REPORTS TO: Head of School

JOB GOAL: To collaborate with the Directress in supporting student IEP goals.
To collaborate with Directresses in creating reading support groups.

RESPONSIBILITIES: Prepare the environment in keeping with Montessori principles;

Model desirable behavior to staff and children;

Show an interest in supporting Montessori philosophy and supporting the philosophy in the environment;

Take appropriate measures to ensure children's safety;

Give prompt attention and immediate feedback to each child;

Maintain high levels of confidentiality in relation to private or privileged information;

Assist with digital record keeping written in a neat and professional manner;

Create program reports;

Participate in ETR & IEP meetings and planning sessions;

Abide by the policies and procedures established by the Board of Trustees;

Maintain updated BCI/FBI background checks;

Attend staff in-service days, staff and team meetings, the Annual Meeting, and work days as applicable.