

POSITION DESCRIPTION INTERVENTION SPECIALIST

Position Summary:

Under the general direction of the Academic Director, the Intervention Specialist will lead an after school classroom experience for students ages 8 to 12, grades third through sixth and be responsible for providing high quality instruction to up to 100 students through targeted individual and small-group reading intervention to help improve student achievement. The Intervention Specialist will directly support students in reading and math, developing individual academic plans, leading specific events, and is the main liaison for elementary school programming.

The Intervention Specialist must be highly collaborative, an effective communicator, detail-oriented, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. They must be confident in lead-facilitating a positive and organized classroom learning environment while implementing a plan to meet students' individual intervention needs. This position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

Reports To: Academic Director

Classification: Certificated, Administrative: Non-Exempt

Status: Salary, Full-time

Length of Work Year: 12 months

Schedule: Hybrid availability, flexible schedule, Monday-Friday (services are provided after-school, therefore the Intervention Specialist works during the evening)

Compensation: \$55,000

Benefits: ASB provides a quality benefits package including health, dental, PTO, and 401k match.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work required as determined by operational needs or as assigned.

General Program Administrative Support

- Assist Academic Director in attendance management, inputting report card data, enrolling students in their course, parent/student conferences, meetings, and workshops
- Assist the Academic Director, Dance Program Director, Family Services Manager and other staff members in the planning and execution of A Step Beyond's programs that impact all departments including Assessments, Registration, Auditions, Concerts, and special events
- Keep accurate records and prepare written reports as required by other departments
- Work as part of a team and be flexible and willing to perform other duties as appropriate to meet goals and objectives
- Plan and develop curriculum
- Select and administer reading and literacy assessments, interpret results to determine student growth and identification of struggling students and evaluate data to measure the success of literacy programs and instruction
- Lead the volunteer program and supervise volunteers
- Attend staff, team and student update meetings

Individual Student Support

- Oversee the academic lab for students in years 1-3 of the program
- Provide direct reading intervention to students and adapt instructional routines and strategies to provide direct specialized reading instruction to students with reading difficulties, including monitoring and adjusting intervention instruction
- Meet with students for academic check-ins and data chats

Student Engagement

- Develop a plan to engage students in the Beable program
- Design an achievement program to celebrate student progress

Family Engagement

- Organize, communicate with and schedule meetings with parents/guardians to follow up on student performance, attendance, and special needs
- Support Academic Director in creating, planning, and providing professional learning opportunities for parents in regards to students' academic needs and performance
- Design monthly newsletters for families

Required Education, Skills and Licensures:

- Bachelor's degree in a closely related field, 2+ years of teaching experience and proof of a Valid CA Teaching Credential
- Bilingual in Spanish is required
- Proven success in student support and management in an academic setting
- Knowledge and understanding of the Common Core Standards
- Effective group management and presentation skills
- Adaptable and able to manage multiple objectives at one time
- Effective organization skills and attention to detail
- Ability to pass criminal background check



Position Interactions: Internally the Intervention Specialist interacts with the students, parents, program providers and all institutional directors and staff. Externally, the Intervention Specialist serves as a liaison to other outside organizations including participating schools, and will periodically speak with our donorbase.

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Frequently
Squat: Frequently
Crawl: Occasionally
Climb: Not applicable
Kneel: Frequently
Handle Objects: Frequently
Push/Pull: Frequently
Reach Above Shoulder Level: Frequently
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Frequently
Carry/Lift loads between 25-50 lbs: Frequently
Carry/Lift Loads over 50 Pounds: Occasionally
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not applicable
Construction Activities: Not applicable
Contact with Water/Liquids: Not applicable
Drive Motorized Equipment: Not applicable
Confined Spaces: Not applicable
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Not applicable
Gas System: Not applicable

How to Apply: Submit a resume, cover letter and 2 letters of recommendation to bzuniga@a-step-beyond.org with the name of the position in the subject line.