

Trinity Lutheran School Job Description

Position: Intervention Specialist/Enrichment

Employment Status: Full-Time

Job Summary for Intervention Specialist

Full time position at Trinity Lutheran School, Marysville, Ohio. Under general supervision, the Intervention Specialist will plan and implement goals and objectives and management programs for students with disabilities or struggling students. The Intervention Specialist will work as part of a team on behalf of the student with regular classroom teachers, administrators, and parents to ensure that students requiring intervention are educated using resources that are available. The teacher is accountable to the Principal and the Christian Day School Board. The teacher will work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.

Job Summary for Enrichment Teacher

Provide educational gifted and enrichment experiences to identified students as well as consultation services to teachers and parents. The teacher is accountable to the Principal and the Christian Day School Board. The teacher will work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.

Qualifications:

- Has a minimum of a bachelor's degree and is licensed to teach in the State of Ohio or is eligible for an Ohio Department of Education non tax teaching license.
- Ohio Department of Education licensure as an Intervention Specialist: Mild/Moderate Educational Needs or Moderate/Intensive Educational Needs.
- Evidence of a lifestyle that reflects a dynamic relationship with Christ.
- Is open minded, tolerant and happy in outlook on life.
- Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence and is respectful of others.
- Uses correct language, is tactful, courteous, an effective listener, and uses correct written forms of communication.
- Is poised, punctual and enthusiastic.
- Is able to clearly articulate the objectives of the school and is visible in church, school and community activities.
- Evidence of a love for teaching children.
- Shall complete in-service training as required.
- Shall provide signed authorization for a BCI report, which upon receipt does not indicate a prohibited criminal conviction.

Administrative

- Is responsible for implementing policies adopted by the congregation and the Christian Day School Board.
- Comply with Trinity's standards for serving struggling students regarding placement, instruction, and evaluation of students requiring intervention.
- Establish an effective instructional program for students requiring intervention.
- Prepare daily lesson plans, strategies and activities in order to meet identified needs of students using the resources Trinity is able to provide. These resources will also be used to implement a student's individual education plan (IEP).

- Assess students with appropriate diagnostic instruments; evaluate student's progress through the utilization of established procedures to determine enrichment or intervention needs
- Participate in IEP meetings and maintain confidentiality of personal information of students.
- Assist teachers with methods of differentiating instruction for enrichment and other high functioning students and instruction regarding struggling students.
- Communicate regularly with the parents of students who are receiving services and inform the Principal of correspondence and parent communication.
- Completes all forms and documents required and assigned in a timely fashion.

Teaching

- Plan, prepare and deliver instructional lessons and activities, through various curriculum resources, which are engaging, educational and exciting for the students.
- Reach school and course-wide performance goals and prepare students for standardized tests.
- Utilize effective diagnostic and remedial procedures to evaluate pupil achievement
- Provide enrichment experiences that address the skills, abilities and interests of identified students, and when possible coordinate with the curriculum
- Maintain accurate records pertinent to struggling and enriched students
- Increase educational knowledge and stay up to date on new methods by joining professional organizations, attending continuing education courses and attending regular training sessions for teachers.
- Weave goals, competencies and objectives into lesson plans in ways that directly apply to the student's life.
- Offer praise and encouragement to students when they do well and when they are struggling, and teach them that they have the power to do well in school no matter what.
- Keeps the classroom appearance interesting, stimulating, neat, clean and pleasant so that optimum instruction can take place.
- Use Christian disciplinary methods, using Gospel and Law appropriately.
- Relates instruction to the Christian objectives of the school.
- Perform other administrative duties as assigned.
- Handles clerical work involved in scheduling field trips

Miscellaneous:

- Responsible for playground, hallways, lunchroom and other supervision as assigned.
- Arrives at school by 8:15 and leaves no earlier than 3:45, unless otherwise contracted.
- Attends faculty meetings.
- Attends teachers' conferences as requested.
- Attends parent-teacher conferences.
- In case of illness or an emergency absence, the teacher is to contact the Principal by 7:00 a.m. on the day of absence. All leave time is subject to approval under the adopted policy for Trinity Lutheran Church and School.
- One half hour each day will be allowed as time off for lunch.
- Perform other duties as assigned

Interested applicants should send a cover letter and resume to Mrs. Amanda Williams, via email at awilliams@trinitymarysville.org or via mail to:

Mrs. Amanda Williams
Trinity Lutheran School
220 S. Walnut Street
Marysville, Ohio 43040