

TITLE

INTERVENTION SPECIALIST/TITLE VII PROGRAM FOR SPANISH LEP K-6

MINIMUM QUALIFICATIONS:

- A. Credential
 - 1. California credential authorizing instruction at the elementary level
 - 2. Bilingual/Bicultural K-6 credential
 - 3. Pupil Personnel Services credential and/or B.A. in human services discipline
- B. Education
 - Sufficient to meet credential requirements
- C. Experience
 - Preferably three or more years of successful elementary teaching
- D. Personal
 - Ability to meet District standards of physical and mental health, professional attitude and leadership ability

KNOWLEDGE AND ABILITIES:

- A. Knowledge of laws, policies, rules and regulations pertaining to student discipline, attendance and transfers
- B. Knowledge of all ancillary services within the school
- C. Knowledge of applicable behavior modification techniques
- D. Ability to establish and maintain effective interpersonal relationships with staff, students, parents and the public contacted in performance of duties
- E. Ability to identify and determine the basic nature of problems and needs as they relate to the students academic progress and attitude
- F. Ability to listen to student's problems with patience and understanding
- G. Ability to advise students on ways to maintain appropriate interaction with peers and adults
- H. Ability to speak and write effectively
- I. Ability to conduct staff in-services
- J. Knowledge of counseling objectives, principles, and procedures
- K. Ability to provide both group guidance and individualized student counseling

DUTIES AND RESPONSIBILITIES:

- A. Organizational responsibilities
 - 1. Assist Project Coordinator in all aspects of the program with an emphasis on:
 - student goal setting
 - student participation
 - educational planning
 - parent involvement
 - use of community resources

Certificated Job Description

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Duties and Responsibilities

(continued)

2. Supervision and counseling of students
- B. Relationships
1. Assist the site administrator in establishing effective interpersonal relationships among the members of the school community, staff and student body
 2. Assist the site administrator in communicating the school and District goals, procedures and objective to the community, staff and student body
 3. Assist the site administrator in obtaining the involvement of staff, students, parents and community in establishing school goals
 4. Assist the site administrator in providing leadership and guidance in adjusting the school's program and procedures to the requirements of the individual student's needs
- C. Student Discipline, Supervision, and Guidance Responsibilities Include:
1. Assist teachers in effective methods of motivating good behavior and maintaining discipline
 2. Provide student guidance services as needed
 3. Assist with development, coordination, and supervision of student activities
 4. Confer with students, parents, teachers, and agencies as needed
 5. Assist with early intervention strategies for students and special needs
- D. Professional Attitude, Responsibility and Participation
1. Continue professional growth through continuing education and attending workshops and conferences
 2. Stay abreast of educational trends and curriculum development
 3. Participate in professional organizations or associations
 4. Abide by the Code of Ethics of the District and professional organization
 5. Motivate students and personnel to excel
 6. Demonstrate a cooperative and enthusiastic approach to the job
- E. Perform other related duties

ACCOUNTABILITY:

- A. Person to whom responsible
Director, Multilingual/Multicultural Education
- B. Evaluator
Director, Multilingual/Multicultural Education