

SHCS Job - Administrative Position – Intervention Specialist / Dean of Students

Reports to: Principal

Job Summary: Under direction of principal the Intervention Specialist provides special education support for students in the area of learning support management in order to help them fulfill their potential for academic, emotional, and social growth through instruction in academic content standards and curriculum designed to meet each student's individualized goals and objectives. Also, this administrative position will serve as the dean of students and academia of Sacred Heart Catholic School.

Essential functions of the job may include but are not limited to the following:

- Fully understand and ensure the confidentiality of the implementation of the developed individualized learning plan for identified learning support students.
- Direct/redirect the work and responsibilities of educational assistants / tutors who may work with student(s) as it relates to implementation of the individualized learning plans.
- Assist the teacher(s) in devising strategies for reinforcing skills based on understanding of student needs, interests and abilities.
- Assume responsibility for learning and adapting to student's special medical, physical, communicative, and emotional needs.
- Guide students in working and playing appropriately.
- Serve as the guidance counselor of school. Meet with students on a regular basis either individually or with a group.
- Work with 8th graders on their transition in high school.
- Serve as the Title 1 Coordinator.

Other functions of the job include but are not limited to the following:

- Mediate with students to teach appropriate alternatives to negative and destructive behaviors.
- Track progress of academic and behavioral interventions for students.
- Facilitate communication with parents, other staff, and school district representatives regarding the student's progress.
- Work with staff in terms of students' needs and functions.
- Performs other duties as assigned.