



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

BISHOP HARTLEY HIGH SCHOOL JOB DESCRIPTION

Job Title: Intervention Specialist
Written/Revised: April 5th, 2023
School: Bishop Hartley High School
Responsible to: Director of Educational Services

JOB SUMMARY

Our Notre Dame team provides effective educational support to students who have been diagnosed with a disability that affects their academic ability. This position supports all students who have a current IEP. In addition to supporting students on work towards their IEP goals, our intervention specialists are responsible for facilitating small groups with general education course work and providing testing accommodations. The Intervention Specialist will be responsible for monitoring students during tutoring periods, communicating with classroom teachers about course work, collecting data for the MTSS team, and updating student families on progress. The tutor will also be responsible for working closely with other members of the intervention team on a daily basis.

Intervention Specialists are accountable for:

- Monitoring students on IEP's during study hall periods by checking grades, communicating with teachers and parents, and working one-on-one with the students
- Reteaching/altering lessons for students to supplement classroom lessons
- Communicating behavioral observations and/or responses to intervention and its impact on academic performance to the Student Services Team
- Providing accommodations for students during classroom testing
- Collecting and communicating data to student's home districts for progress reports and IEP meetings

POSITION QUALIFICATIONS

Required:



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1. Intervention Specialist degree and/or valid Ohio Intervention Specialist license
2. Completion of Virtus/Protecting God's Children Training
3. Completed FBI/BCI background checks
4. Experience tutoring high school students in a school or a school support program setting
5. Ability to communicate often and effectively with team members
6. Ability to demonstrate flexibility with a variety of daily schedules and emergent tasks

Interested Candidates

Please contact Cara Rezabek, Director of Educational Services, at Bishop Hartley by emailing a resume and letter of interest to: crezabek@cdeducation.org