



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

BISHOP HARTLEY HIGH SCHOOL JOB DESCRIPTION

Job Title: Intervention Aide- part/full time available

Written/Revised: March 27th, 2024

School: Bishop Hartley High School

Responsible to: Director of Student 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 is hired to support all students who have a current IEP. In addition to supporting students on work towards their IEP goals, our intervention specialist 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 the other members of the Intervention team on a daily basis.

Intervention Aides are accountable for:

- Monitoring students on IEP's during his/her 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
- Working on an Intervention Team to support needs of students on an IEP



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POSITION QUALIFICATIONS

Required:

1. Appropriate license and/or college courses
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 Student Services at Bishop Hartley, by emailing a resume and letter of interest to: crezabek@cdeeducation.org