

Eunice Public Schools Job Description

Position: Reading Interventionist

Supervisor: Principal

General Job Description: The reading interventionist provides leadership as a resource to other educators, parents and the community.

Scope of Responsibilities

1. The Reading Interventionist will assist teachers in providing educational intervention programs for students who are at-risk of not meeting district and/or state benchmarks in the area of reading/language arts.
2. The Reading Interventionist will perform DIBELS Benchmark Screeners to all kindergarten through third grade students at the Beginning of the Year (BOY); Middle of the Year (EOY); and End of the Year (EOY) as per the state testing calendar.
3. Identified students will be monitored in the regular education classroom. Consultation will be provided to the classroom teacher and parents. Direct Intervention services may also be provided.
4. Assumes Primary Responsibility for Grant Writing and compliance in regards to the NM Reads to Lead and K-3 Plus Programs

Essential Duties and Responsibilities

1. Administers DIBELS Benchmark Screenings to all K-3rd grade students.
2. Provide DIBELS Progress Monitoring Training to all K-3rd grade teachers.
3. Is familiar with all assessments and programs used during reading instruction- including the Core Reading Program, Really Great Reading Interventions; Lexia, Discovery Reading, AR, STAR, STAR Early Literacy, etc.
4. Compiles and maintains data reports for DIBELS.
5. Assists teachers and other staff as needed in data management in regards to all reading programs and assessments

6. Schedules intervention support for the most at-risk K-3rd grade students.
7. Assists classroom teachers in scheduling and designing effective intervention supports.
8. Uses available instructional materials and a variety of techniques to provide opportunities for student achievement and development.
9. Serves as a member of the building level Student Assistance Team (SAT).
10. Develops, implements and models appropriate classroom instruction and management techniques.
11. Keeps accurate, neat records, (attendance and intervention room records and referrals).
12. Uploads all necessary documents for the NM Reads to Lead and K-3 Plus Programs to the PED WEB EPSS environment.
13. Initiates Purchase Orders (POs) and works with the building secretary and principal in managing the funds related to the NM Reads to Leads and K-3 Plus Programs, following the procedures in place for the Eunice Public Schools.
14. Will consult with parents and school staff as needed.
15. Applies principles of Positive Behavior Support.
16. Reports regularly and punctually to assigned work location and reports promptly for all assigned duties.
17. Becomes knowledgeable of methods, programs, curriculum guides, procedural bulletins, and available resources in the system.
18. Exhibits self-control and decorum for student modeling.
19. Cooperates with school-based and central office personnel.
20. Shows evidence of professional growth (including participation in the evaluation process), participates in workshop trainings and contributes to faculty meetings and/or faculty studies.
21. Conforms to New Mexico law concerning the education, health, safety and welfare of assigned students.
22. Notifies the principal and building secretary promptly of absences.

Work Environment/Hours Worked

Maintains a log in accordance to hours worked in which a stipend is paid.

Communication Skills

Must be able to communicate successfully with children, parents, staff, school personnel, and outside agencies. Must be able to communicate in English both orally and in writing. Must be able to accurately compile and interpret data, summarize information, and prepare understandable computer generated reports. Must possess ability to prepare and present in-service training. Must have ability to accurately give and receive information via telephone.