



<b>Job Title:</b>	Director of Response to Intervention/Academic Intervention	<b>Wage/Hour Status:</b>	Exempt/226 days
<b>Reports to:</b>	Area Superintendent	<b>Pay Grade:</b>	Administrative Pay Scale 8
<b>Dept./School:</b>	Curriculum and Instruction	<b>Date Revised:</b>	12/13/2017

---

### **Job Summary:**

The primary responsibility of the Director of Response to Intervention/Academic Intervention is to work with teachers and administrators to effectively implement Response to Intervention (RTI), to assist in closing the achievement gap between student groups, and to ensure that administrators and teachers are properly trained in approved intervention strategies. The Director of RTI/Academic Intervention is also responsible for ensuring that effective, efficient and aligned processes and procedures are implemented for At-Risk Students and students with Dyslexia. This person will be required to collaborate with district staff, including campus Reading Specialists and outside personnel, to provide educational opportunities for At-Risk / Dyslexic students. In addition, the Director of RTI/Academic Intervention will be responsible for providing professional development opportunities for the instructional components of co-teach within the Reading and Math classrooms.

### **Qualifications:**

#### **Education/Certification:**

Master's Degree  
Mid-Management Administration certificate or equivalent  
Valid teacher's certificate

### **Special Knowledge/Skills:**

Demonstrate working knowledge of curriculum, instructional methods and integration in Math and Reading.  
Specific knowledge of collecting and analyzing various data pertaining to student achievement and effective teaching practices.  
Ability to plan and conduct staff development with a focus on RTI, Dyslexia, Co-Teach (General Ed).  
Excellent communication and inter-personal skills.  
Ability to provide input in a positive manner.  
Understanding of RTI and the problem-solving process and intervention model.  
Knowledge of Universal and Diagnostic Screeners.  
Knowledge of research-based and best practice academic interventions in Reading and Math  
Knowledge of quality teaching strategies in Reading and Math.  
Knowledge of legal and procedural requirements for serving RTI, At Risk, 504 and Dyslexia students.  
Excellent demonstration of technical skills.

**Experience:**

Minimum of three (3) years successful experience as a classroom teacher  
Minimum of three years administrative/supervisory experience

**Major Responsibilities and Duties:**

1. Coordinate the district's K-12 intervention policy and practices.
2. Evaluate the intervention program and recommend changes as needed.
3. Model effective teaching strategies for appropriate staff.
4. Assist staff in working with the intervention program.
5. Assist staff in working with economically disadvantaged students and student groups.
6. Assist staff in working with small group instruction and centers.
7. Work with K-12 Principals to improve instruction on campuses.
8. Provide program evaluation, staff development, and instructional modeling in support of the intervention program.
9. Maintain open and continued communication with the principals for united approach to curriculum methods and content.
10. Assist teachers by visiting classes and offering suggestions for successfully implementing the MISD curriculum within the RTI model.
11. Consult with instructional coordinators and teachers on research and new approaches to teaching and learning.
12. Assist in professional development of teachers and principals through sharing of best practices.
13. Utilize an electronic data management system for student data collection and tracking.
14. Ensure all At-Risk, RTI, Dyslexia legal and policy requirements are implemented with quality and fidelity.
15. Provide staff development on RTI, Dyslexic and Co Teach Gen Ed to teachers and administrators.
16. Provide staff development on data instruments used to track At- Risk students.
17. Collaborate with Director of 504.
18. Collaborate with SPED department on instructional components of co teach.
19. Other duties as assigned.

**Supervisory Responsibilities:**

RTI Instructional Coach/Facilitator, Reading Specialists (9-12)

**Equipment:**

Computer, printer, projector, scanner, CD-RW, digital camera, various technology

**Working Conditions:**

Must be able to adapt to frequent schedule changes.

Daily traveling within the district. Must have reliable transportation.

Mental Demands/Physical Demands/Environmental Factors:

Frequent standing, walking around campus, bending and stooping. Must be able to transport and carry professional development supplies and equipment.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*