



## City of St. Charles School District

### RTI SPECIALIST

Reports to:	Building Principal
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Contract- Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

Lead, develop, and implement school behavioral/academic supports for students under the direction of the building principal. Responsible for supporting and developing academic/behavioral interventions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### *Other duties may be assigned.*

- Provide intervention opportunities to students, ensure fidelity of core instruction
- Facilitate spaces for students to self-regulate such as: reset rooms and calming corners
- Coordinate and provide assessments, maintain student databases, support collaborative teams
- Support staff in monitoring the social-emotional needs of high-risk students
- Assist principals in the implementation of school improvement goals
- Coordination with the school's implementation of a comprehensive RTI model
- Assist in identifying student needs, developing intervention plans, and implementing appropriate interventions
- Coordinate school's effort with character education programs such as Positive Behavioral Intervention Support (PBIS), and Leader In Me
- Working knowledge and understanding of the Response to Intervention (RTI) process

#### **KNOWLEDGE AND SKILLS:**

- Ability to effectively deliver research-based, tiered instruction and intervention to students
- Skill in team-building, motivating, organizing, and facilitating school-based teams
- Skill in analyzing and interpreting data and statistics to inform instructional decision-making
- Ability to effectively disseminate information, both orally and in writing to all stakeholders
- Ability to assess need and deliver professional development
- Knowledge of web-based applications and data management systems

#### **QUALIFICATION REQUIREMENTS:**

Leadership, organizational skills, and communication abilities to effectively support teachers instructionally. Ability to facilitate adult learning communities.

**EDUCATION and/or EXPERIENCE:**

Deep understanding of instruction in literacy, math, and behavior interventions. Leadership and organizational qualities which include the ability to facilitate teams, communicate collaboratively, train and lead others, and coordinate data. Working knowledge and understanding of the Response to Intervention (RTI) process, at-risk supports, and literacy development. 3-5 years of teaching experience

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Eligible for any Professional Education Certification

**COMMUNICATION SKILLS:**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals consistent with the duties of this position. Ability to effectively present information and respond to questions from administrators, staff and the general public.

**OTHER SKILLS and ABILITIES:**

- Knowledge of state and federal regulations and laws as they apply to schools.
- Knowledge of child/adolescent development.
- Knowledge of effective assessment strategies and data analysis tools to inform decision making and program evaluations.
- Ability to effectively apply human relation skills, including conflict resolution, consensus building, and leadership skills.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Ability to perform applicable computer applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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