

East Point Academy

JOB DESCRIPTION

TITLE: Response to Intervention (RtI) Assistant

GENERAL SUMMARY

Under regular supervision, is responsible for individual tutoring and small group instruction of students utilizing prescribed techniques; responsible for supplemental assistance to students performing below grade level, as directed; and assists in RtI data collection. This is a 180-day position. Reports to the assigned lead teacher and Head of School and/or designee.

ESSENTIAL FUNCTIONS

- Collaborates with other members of the staff to deliver a program of continuous progress consistent with East Point Academy goals and objectives to meet the needs, interests, and abilities of pupils
- Assists under direction of the teacher with planning and organizing instructional duties and activities. Maintains awareness of goals and objectives for students.
- Implements student tutoring component of academic program through one-to-one and/or small group tutoring, or other approaches as directed.
- Works with many adults in a collegial, collaborative manner. Accepts direction and supervision well.
- Reports to the assigned area in a timely manner, recognizing the importance of following a fast-paced schedule.
- Communicates student progress and provides information for program evaluation. Confers with student's classroom teachers in a collaborative model.
- Works with classroom teachers and other support staff for proper placement instruction, (within a three-tiered intervention model.)
- Attends and contributes to training provided by the district and by the school to master specific skills needed for program success.
- Supports all program components necessary for differentiation of student needs.
- Maintains accurate student RtI records for program and compliance audits, compiles reports & oversees progress monitoring and universal screening.
- Works to facilitate accomplishment of the success of the total school Response to Instruction and Intervention (RtI) program.
- Carries out supervision/monitoring of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
- Maintains, submits, and meets deadlines of required paperwork, including data entry.
- Attends and contributes to regularly scheduled professional development meetings to share and discuss ideas, strategies, and materials related to RtI.
- Interacts and communicates with various groups and individuals such as the classroom teacher, other teachers, principals, other school staff, students, parents, volunteers and the general public

- Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities

GENERAL JOB FUNCTIONS

- Assist the lead teacher in providing an atmosphere conducive to learning and teaching
- Is punctual and maintains regular attendance
- Has the ability to plan, organize and prioritize daily assignments and work activities
- Maintains a clean and orderly work environment
- Assists in upholding and enforcing school rules, administrative regulations, and board policies
- Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures
- Operates a variety of equipment such as a computer, printer, typewriter, two-way radio, telephone, calculator, etc.
- Presents a positive image of East Point Academy at all times
- Willingly performs other related duties as assigned

JOB SPECIFICATIONS

Education and Experience

High school diploma or GED required. If employed in a Title I school wide program or with Title I funds in a targeted assistance program, must have completed two years of study at an institution of higher education; or obtained an associate's degree (or higher) or the equivalent; or met a rigorous standard of quality and be able to demonstrate, through formal State and local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge

- Knowledge of the methods, policies, procedures and activities of East Point Academy which pertain to the specific duties and responsibilities of the position
- Knowledge of the standards, regulations, and laws relating to educational activities
- Knowledge of the records, forms and reports which must be prepared and maintained
- Knowledge of the materials and information which must be prepared for classroom instructional activities

Skills/Effort

- Ability to supervise students and maintain order in various classroom and instructional activities and situations
- Ability to operate general office equipment in the performance of daily activities
- Ability to assist in the delivery of lesson plans, tests, and instructional materials for classroom activities

- Ability to communicate effectively with students, school staff, and all other groups involved in the activities of the job

Working Conditions

- Conducts duties in a school environment with some exposure to environmental conditions
- Requires ability to work under a degree of stress related to duties that require constant attention and working with students
- Physical demands include walking or standing and lifting/moving of items related to the job on a recurring basis
- Occasional local travel is required; overnight travel is not required
- Job requires the operation of standard office equipment

Responsibility

- Responsible for completing assigned work within the deadlines in accordance with directives, policy, standards and prescribed procedures
- Responsible for attending and remaining at work regularly and adheres to policies and procedures regarding attendance, absenteeism and tardiness, providing adequate notice to administration with respect to vacation time and leave requests

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the school's policy on evaluation of certified personnel.

DISCLAIMER STATEMENT

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Head of School at any time without notice.