

**Policy GFBCJ: Job Description: TST Instructional Interventionist**

Status: DRAFT

Original Adopted Date: 09/15/2008 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 09/17/2021

**QUALIFICATIONS:**

1. Bachelor's degree with major in education
2. Minimum of three years teaching experience

**REPORTS TO:**

Principal

**JOB GOAL:**

To provide for programming and instruction of students who are at risk of not succeeding in school.

**AREAS OF RESPONSIBILITY:**

1. TST Coordinator
2. Coordinate Universal Screenings
3. Coordinate Instructional Interventions
4. MSIS as pertains to TST

**JOB DUTIES:**

1. Assist teachers in the referral process for TST
2. Assist teachers in providing quality classroom instruction for all students (Tier 1)
3. Assist teacher in selecting appropriate interventions for students at risk (Tier 2)
4. Coordinate intensive interventions specifically designed to meet the individual needs of students (Tier 3)
5. Maintain minutes of TST meetings
6. Report to the principal the status of open referrals
7. Maintain data that documents the progress monitoring and interventions of all students at Tier 3 to ensure the integrity of the interventions.
8. Plan, coordinate, and carry out Universal screenings according to the District screening schedule.
9. Monitor and update MSIS information on TST referrals.
10. Perform all other duties and responsibilities assigned by the principal in order to contribute to an effective TST operation.
11. Conduct staff trainings regarding the TST process.

**TERMS OF EMPLOYMENT:**

187 work days Salary Schedule: Teacher Salary Schedule (District) Policy GGBC

**EVALUATION:**

Performance in this position will be evaluated annually by the principal in accordance with provisions of the Board's policies on evaluation.

ESSER funded positions are temporary positions that will only be available through December 2024.

**Qualifications:**

To qualify for the position of an Instructional Interventionist, he/she shall possess the following:

1. Hold a Valid Mississippi Teachers License
2. Minimum of three years of successful teaching experience
3. Demonstrated knowledge of MTSS, curriculum design, and Section 504 processes.
4. Strong communication, organizational, and leadership skills.
5. Ability to lift/carry up to 25 pounds as needed

**Job Goal:**

The Instructional Interventionist supports instructional excellence across the school by providing leadership in curriculum implementation, coordinating the Multi-Tiered System of Supports (MTSS), and

overseeing Section 504 processes.

**Reports To:**

Principal and Director of Curriculum & Instruction

**Duties and Responsibilities:**

**1. MTSS Coordination**

- Oversee the implementation of the school-wide Multi-Tiered System of Supports (MTSS).
- Facilitate MTSS meetings and support teachers with the development, documentation, and monitoring of Tier I, Tier II, and Tier III interventions.
- Analyze student data to identify students in need of academic or behavioral intervention.
- Assist teachers in selecting research-based interventions and progress-monitoring tools.
- Ensure MTSS documentation is complete, accurate, and compliant with district and state guidelines.

**2. Curriculum Support**

- Assist teachers in planning, aligning, and implementing district-approved curriculum.
- Provide instructional coaching, modeling lessons, and support effective classroom strategies.
- Lead professional learning communities (PLCs) and support data-driven instructional decision-making.
- Collaborate with administrators, Director of Curriculum & Instruction, to review curriculum materials, pacing guides, and assessment data.
- Support new teachers and provide guidance on instructional best practices.

**3. Section 504 Oversight**

- Coordinate and oversee all Section 504 processes for the school.
- Schedule and facilitate 504 meetings, ensuring compliance with federal and state regulations.
- Maintain accurate and confidential records of 504 evaluations, plans, and parent communications.
- Train staff in their responsibilities under Section 504 and monitor implementation of accommodations.
- Serve as the primary point of contact for parents regarding 504 matters.

**4. General Responsibilities**

- Maintain strong communication with administrators, Director of Curriculum & Instruction, teachers, families, and district support staff.
- Assist with school-wide data collection, assessment administration, and instructional planning.
- Support school improvement initiatives and help monitor progress toward academic goals.
- Participate in ongoing professional development to remain current on instructional practices and compliance requirements.
- Perform other duties as assigned by the principal or district administration.

**Terms of Employment:**

187 Workday Salary Schedule: Teacher Salary Schedule: District Policy GGBC

**Evaluation:**

Performance in this position will be evaluated annually by the principal and the Director of Curriculum & Instruction in accordance with the provisions of the board's policies on evaluation.

**Funding:**

This position is district-funded.

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