

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Response to Intervention Coach

IMMEDIATE SUPERVISOR: Executive Director of Student Services

GENERAL DUTIES

Develop process, manage legal requirements, and provide building level support to special education teams in the determination of students eligible for special education under the category of Learning Disabled.

ESSENTIAL REQUIREMENTS

- A. Hold a Masters degree in special education or related field (this requirement may be waived in lieu of appropriate work experience)
- B. High degree of initiative, reasoning ability, and decision making capability
- C. Three to five years as a Special Education Teacher at the elementary level
- D. Ability to work effectively in an organizational environment with employees of widely varied backgrounds and expertise
- E. Create and oversee eligibility reports using Response to Intervention
- F. Excellent customer service personality
- G. Ability to communicate efficiently via written media
- H. Have a working knowledge of the Internet, e-mail, and Microsoft Word and Excel
- I. Ability to effectively work and communicate with teams of educators in buildings in determining decisions based on the Response to Intervention Model and decision rules
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. Maintain integrity of confidential information relating to students, staff, or district patrons
- L. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Responsible for coaching and observing the process for identifying Learning Disability
- B. Provide guidance, consultation and technical assistance required for the compliance with the legal components of Response to Intervention
- C. Responsible for providing technical assistance for developing the content of reports required from buildings for Learning Disabilities
- D. Assist evaluation specialists and other key personnel from the Administration Center with relevant state and federal statutes, regulations, policies, procedures, and guidelines
- E. Provide training for Special Education Teachers and Effective Behavior and Instructional Support Systems (EBISS) Teams on the following:
 - o K-12 Literacy Plan
 - o Response to Intervention implementation

- o Participate on District EBISS leadership team, to answer questions, check on monitoring/audit documentation etc.
- F. Track Learning Disability Reports prior to determinations of eligibility
- G. Organize and lead the Special Education District Response to Intervention teams
- H. Completes written reports and distributes them as directed
- I. Follows adopted procedures to accurately identify Learning Disability
- J. Responsible for collaborating the Intervention Coaches in each of the schools
- K. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Licensed Salary Schedule
Last Revised: October 2011