

Memo



To: Board of Education
From: Dianne McDonald
Date: October 20, 2026
Re: Approval of Job Description-Student Intervention Specialist

This memorandum recommends the approval of the new Student Intervention Specialist job description for implementation in the 2027–2028 school year to support Joliet Township High School's roll-out of the new school day structure and flex period.

Reporting to the Counseling Support Coordinator, this ten-month position requires a Professional Educator License, proficiency in Student Information Systems, and expertise in Multi-Tiered Systems of Support (MTSS). The position will directly oversee the responsive scheduling and enrollment cycles for the new flex period. Position compensation will follow the teacher salary schedule.

This position was discussed with and approved by the Teacher's Union Executive Board.

Thank you.

Joliet Township High School

POSITION TITLE: Student Intervention Specialist

REPORTS TO: Counseling Support Coordinator

QUALIFICATIONS: Professional Educator License
Proficiency in Student Information Systems
Knowledge of Multi-tiered Systems of Support

JOB GOAL: The Student Intervention Specialist is responsible for the coordination and oversight of a comprehensive and systematic student intervention program.

DUTIES AND RESPONSIBILITIES:

STUDENT INTERVENTION PROGRAM

1. Facilitate the scheduling and enrollment of flex time:
 - a. Collaborate on the identification of appropriate support and enrichment opportunities for students.
 - b. Utilize the student information system's responsive scheduler to create sections, enroll students, and partner with staff.
 - c. Communicate the criteria and goals with staff regarding the support and enrichments available to students.
 - d. Communicate flex time assignments and opportunities with students.
 - e. Maintain data review and enrollment cycles to maximize effectiveness of flex time.
 - f. Collaborate with building administration to coordinate student support tier 2 and tier 3 interventions.
2. Utilize the administration and data collection of the universal screening of all students in math, reading, and SEL.
3. Collaborate with MTSS and triangle teams to obtain and review student data including academic, behavior, and attendance indicators.

LEADERSHIP AND COORDINATION

4. Participate in and contribute to school improvement initiatives.
5. Follow all school district policies, procedures and practices.
6. Prepare and maintain reports and assure appropriate and accurate information is maintained.
7. Continue personal professional growth and development.
8. Perform other tasks and assume such other responsibilities as may be assigned.

Terms of Employment: Ten-Month contract. Salary to be determined in accordance with the teacher contract. Summer hours are expected and will be compensated at the contractual rate.

Evaluation: Performance to be evaluated bi-annually in accordance with the Board and Administrative Policy.