

MEMORANDUM

TO: NWABSD Board of Education Members

DATE: February 29, 2024

NUMBER: 24-114

FR: Office of the Superintendent

SUBJECT: Approval of Job Descriptions-
Student Interventionist

STRATEGIC PLAN/BOARD GOAL:

NWABSD Strategic Goal 2: Instructional Supports

ABSTRACT:

Each month various Curriculum Department actions occur which require Board action or cognizance.

ISSUE:

At issue is the approval of *Student Interventionist* job title and description changes.

BACKGROUND AND/OR PERTINENT INFORMATION:

On a monthly basis the administration recommends Board approval of new certified/classified hires, position reclassifications, and new or revised job descriptions. In addition, the administration informs the Board of resignations, transfers, and terminations throughout the district.

The Human Resources action item for Board approval of the job description for Iñupiaq Language Instructor and Classroom Interventionist.

ALTERNATIVES:

1. Approve the *Student Interventionist* job title and description action as presented.
2. Disapprove the *Student Interventionist* job title and description action as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the *Student Interventionist* job description action as presented.



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-3472 x242 • FAX (907) 442-2172

JOB DESCRIPTION

TITLE: Student Interventionist

FSLA STATUS: Non-Exempt

QUALIFICATIONS:

1. High School Diploma or GED.
2. AA degree or higher, forty-eight (48) semester credits of college level coursework, OR successful completion of the requires assessments (HELP, ParaPro Assessment, etc.) The minimum qualifications for this position set forth in Every Student Succeed Act (ESSA)
3. Ability to learn with a minimum of assistance.

REPORTS TO: Principal and Classroom Teacher

JOB GOAL: Collaborate closely with student, classroom teachers, and site instructional staff on a regular basis to provide educational support ensuring alignment with District's educational programs and fidelity to adopted curricular materials to promote student engagement and success.

PERFORMANCE RESPONSIBILITIES:

1. Complete all District mandatory and required trainings for the position.
2. Supervise students to maintain a safe and productive environment.
3. Foster a supportive and inclusive learning environment that encourages student participation and cooperation.
4. Collaborate with the classroom teacher to support or adjust lesson plans focused on instructional goals.
5. Assist with administering assessments to track student progress, under the direction of the teacher.
6. Maintain accurate records of student attendance.
7. Collaborate effectively with the teacher and other staff to address students' individual needs and support their academic success.
8. Support the integration of technology and multimedia resources into classroom instruction.
9. Maintain confidentiality regarding student information, ensuring compliance with the Family Educational Rights and Privacy Act (FERPA).
10. Participate in relevant in-service training programs to enhance skills and knowledge related to supporting instruction.
11. Understanding and applying professional standards of conduct, ethical behavior, and continuous improvement.
12. Providing opportunities that support students' intellectual, social, and personal development.
13. Applying effective instructional elements to support teaching and learning activities.
14. Motivating and assisting students to build self-esteem, develop interpersonal skills, and strengthen abilities for success.
15. Understanding roles and responsibilities in assessment, diagnosis, and evaluation.
16. Adhering to communication protocols with colleagues, community members, and parents.
17. Implementing district guidelines for student and staff safety, health, and wellbeing.
18. Utilizing technology to assist and enhance teaching and learning.
19. Fulfill any other duties assigned by the principal or designee to contribute to the success of the educational program.

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time or notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the NWABSD Board of Education. (Full-time, 7.0 hours per day, 193 days per school year).

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.

AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER.
APPLICATIONS FROM MINORITIES ARE ENCOURAGED.