

## Comal ISD Job Description

### Campus Intervention Teacher

Rev. 12/09

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**Job Title:** Campus Intervention Teacher**Wage/Hour Status:** Exempt**Reports to:** Campus Principal**Pay Grade:** Teacher Scale**Dept/School:** Assigned Campus**Days:** 187**Date Revised:** 12/2009**Job Code:** 1016, 3003, 2016**Primary Purpose:**

Provide additional and supplemental content area instruction for identified At Risk students.

**Education / Certification:**

1. Master's degree from an accredited college or university (preferred).
2. Valid Texas teaching certificate.
3. Valid subject matter certificate.

**Special Knowledge / Skills:**

1. Expert knowledge of classroom management, effective instructional strategies and practices
2. Ability to demonstrate and develop effective practices for At Risk learners
3. Ability to support program effectiveness and program compliance
4. Ability to coordinate between content areas
5. Ability to analyze and interpret data
6. Ability to evaluate and enhance delivery of effective instructional practices
7. Strong organizational, communication, public relations, and interpersonal skills
8. Ability to establish and maintain relationships with campus teachers and administrators

**Experience / Other Requirements:**

1. At least five years of teaching experience.

**Major Responsibilities and Duties:****Domain I: Instructional Management**

1. Provides high quality supplemental instruction for At Risk students.
2. Helps teachers to analyze classroom formative assessment student data and plan for effective interventions.
3. Consults frequently with classroom teachers on matters relating to instructional methods and materials.

4. Recommends use of varied instructional materials including textbooks, technology, references, kits, trade books, and other materials.
5. Assists classroom teachers in implementing an effective instructional program for At Risk learners.
6. Assists in the evaluation of ongoing practices and makes recommendations for change.
7. Works with special cases whose difficulty or complexity requires a high degree of professional skill and knowledge.
8. Helps teachers to diagnose student strengths and weaknesses and to match these skills with appropriate techniques, materials, and/or technology.
9. Helps teachers to implement state and district curriculum.
10. Attends appropriate professional meetings and workshops to maintain proficiency and to acquire new ideas for instructional improvement. Informs administration of the effects of current and impending legislation.

### **Domain II: Leadership**

1. Provides assistance and/or support as needed to students, parents and community.
2. Establishes and maintains open lines of communication with parents, students, and teachers.
3. Keeps school staff informed as to new developments in subject matter areas.

### **Policy, Reports, and Law**

1. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
2. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy.

### **Domain III: Professional Goals and Growth**

1. Expands leadership skills and knowledge base through self-initiated professional development activities.
2. Conducts oneself in a professional, ethical manner in accordance with Comal ISD Standards of Conduct and complies with the Texas Education Agency Code of Ethics.

### **Domain IV: Communications and Community Support**

1. Attends and participates in quarterly district meetings and communicates with campus as appropriate.
2. Keeps the campus informed as to the purposes and progress of district and state instructional program(s) and requirements.
3. Demonstrates awareness of district-community needs and initiates activities to meet needs.
4. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.

- 5. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_