

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, RESPONSE TO INTERVENTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida teaching certificate.
- (3) Experience in classroom teaching.
- (4) Experience in administration preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of design and delivery of in-service programs. Knowledge of the school system and sub-systems. Skill in organization and oral presentation. Knowledge of instructional strategies. Ability to apply knowledge of interpersonal communications and group dynamics. Ability to communicate effectively orally and in writing.

#### REPORTS TO:

Assigned Administrator

#### JOB GOAL

To assist and support schools in providing effective interventions for Tier II and Tier III students and to carry out the mission of the school and district.

#### SUPERVISES:

None

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide schools with information on effective interventions that align with core instruction.
- \* (2) Assist schools with scheduling Tier II and III students of intervention.
- \* (3) Play an active role in the District RTI Leadership Team and attend all meetings.
- \* (4) Organize a support cadre for the school based RTI Teachers.
- \* (5) Insure fidelity of RTI throughout the district.
- \* (6) Provide schools with information on effective behavioral interventions.
- \* (7) Maintain accurate and complete records as required by law and district policy.
- \* (8) Work closely with district staff to assist in the development and delivery of training.
- \* (9) Participate in professional development activities.
- \* (10) Perform other tasks consistent with the goals and objectives of this position.
- \* (11) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**COORDINATOR, RESPONSE TO INTERVENTION(Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 4**

**Revised Board Approval 04/11/2017**