

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

INTERVENTION PROGRAM TECHNICIAN

JD 4200.1

Definition

Under limited supervision, coordinates the activities of an Early Intervention Instruction program, involving curriculum that supports the instructional program; to provide intensified learning experience for students in an assigned area; to perform a variety of general clerical and supportive tasks for instructional personnel; and to perform other related duties as assigned.

Responsible to

Principal

Examples of Duties

1. Responsible for sophisticated data collection and dissemination for "In Danger of Retention," and "Tutorial"
2. Assists in assessment to determine placement of students within small groups and tutorials
3. Assists instructional personnel with the development and presentation of learning materials and instructional exercises
4. Assists students individually or in small groups to reinforce and follow up learning activities.
5. Reads to students, explains words and meanings, rephrases materials and provides similar learning examples.
6. Performs a variety of clerical duties, including typing, proofreading, filing, and recording information.
7. Inputs and maintains computer spreadsheets to use for records, conferences, SST meetings and Coordinated Compliance Review evaluations.
8. Assists in maintaining student discipline.
9. Responsible for preparing purchase orders and maintaining lab instructional materials.
10. Articulates student information to assessment teams.
11. Assists in planning and providing in-service to staff.
12. Provides parent training and is involved in the parent communication process.
13. Provides training and direction to classroom assistants.
14. Develops schedules for reading lab time with department chairs, teachers and administrators.
15. Prepares attendance sheets and student assessment information for Tutorials and Summer School placement.
16. Responsible for distribution, collection, and recording permission slips for student tutorial participation.
17. Assists in maintaining a neat, orderly, and attractive learning environment.
18. Performs other related duties as may be assigned.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

INTERVENTION PROGRAM TECHNICIAN

JD 4200.1

Qualifications Guide

Knowledge of:

1. Correct English usage, punctuation, spelling, and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Routine record keeping.
4. Operation of computer and general office equipment.
5. Familiarity with school curriculum.
6. Efficient data processing techniques.
7. Basic arithmetical concepts.
8. Public education goals and objectives.

Ability to:

1. Effectively comprehend, operate, and explain reading lab procedures and use of instructional materials to students, staff, administrators and visitors.
2. Assume responsibility for assisting in the supervision of students.
3. Prepare specialized reports and class schedules
4. Learn and utilize standard teaching aids and office machines.
5. Process data accurately and efficiently.
6. Demonstrate understanding, patient, positive and receptive behavior toward children.
7. Understand and carry out oral and written instructions independently.
8. Maintain cooperative working relationships with staff, students, parents and the general public.
9. Maintain confidentiality.

Training, Education and Experience

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification.
3. Experience working with diverse groups and culture.
4. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable; coursework in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desire knowledge and abilities.

Job Description Adopted: July 19, 2004
Job Description Revised: May 2, 2005
Job Description Revised: June 18, 2007
Job Description Revised: