



**Job Title:** Equitable Access-Interventionist  
**Department:** Program and Operations/Equitable Access  
**Reports To:** Student and Family Literacy Coordinator  
**FLSA Status:** Non-exempt  
**Supervises Others:** No

#### **GENERAL PURPOSE OF JOB:**

The Equitable Access Interventionist reports to the Student and Family Literacy Coordinator and works directly with students. The purpose of this job is to provide instructional support for identified students in the content areas of reading and math. They assist students with mastery of grade level academic standards in a small group, on average 15:1 setting. The position is a **seasonal, part-time position**, employing Interventionist between 2 and 3.5 hours a day during after school hours (as deemed by the school district), 3 to 5 days a week, for 18 weeks. The work schedules are subject to change in accordance with the needs of THINK Together.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides small group and individual interventions for identified students.
- Accurately scores student assessments and monitors student progress.
- Assists the Student and Family Literacy Coordinator with devising special strategies for reinforcing material based on a understanding of individual students, their needs, interests, and abilities.
- Guides independent study and intervention practice assigned by the Student and Family Literacy Coordinator.
- Alerts the Student and Family Literacy Coordinator of any problem or special information about individual students as indicated.
- Participates in in-service training sessions as assigned.
- Operates and cares for equipment and instructional materials.
- Helps students master instructional materials assigned by the Student and Family Literacy Coordinator.
- Distributes and collects materials used for instruction.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Engages children and youth by following, and implementing the Intervention curriculum.
- Keeps daily record information about individual students attendance

- Monitors student behavior and reports any disruptive behavior to the Student and Family Literacy Coach.
- Completes paperwork accurately and in a timely manner.
- Any and other duties as assigned.

**Other Responsibilities:**

- Arrives punctually in order to meet responsibilities in site start up and assignments. Maintains close communication with Program Analyst regarding planned or emergency absences for the same reason.
- Serves as a positive role model for children in the program through appropriate dress, speech, attitude and courtesy.
- Assists in keeping the site clean.
- Maintains highest degree of confidentiality in student and staff matters.
- Complies with organization and site policies and follows procedures.

**EDUCATION and / or EXPERIENCE:**

- Associate’s Degree (two year) or 48 semester or 60 quarter hours of college credits
- Minimum six months of previous experience working with children in a classroom or after-school environment

**COMPUTER & EQUIPMENT SKILLS:**

Word processing  
Use typical office equipment

E-mail  
Internet software

**WORK ENVIRONMENT:**

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**How much noise is typical for the work environment of this job?**

Moderate noise (examples: typical school noise with children at play)

**PHYSICAL DEMANDS:**

AMOUNT OF TIME

	<b>NONE</b>	<b>UNDER 1/3</b>	<b>1/3 – 2/3</b>	<b>OVER 2/3</b>
Stand			<b>X</b>	
Walk		<b>X</b>		
Sit		<b>X</b>		
Use hands to finger, handle, or feel			<b>X</b>	
Reach with hands and arms		<b>X</b>		
Climb or balance	<b>X</b>			
Stoop, kneel, crouch, or crawl		<b>X</b>		
Talk or hear				<b>X</b>
Taste or smell	<b>X</b>			
Visual Efficiency				<b>X</b>

**This job requires that weight be lifted or force be exerted as indicated in the boxes below:**

AMOUNT OF TIME

	<b>NONE</b>	<b>UNDER 1/3</b>	<b>1/3 – 2/3</b>	<b>OVER 2/3</b>
Up to 10 pounds		<b>X</b>		
Up to 25 pounds		<b>X</b>		
Up to 50 pounds	<b>X</b>			
Up to 100 pounds	<b>X</b>			
More than 100 pounds	<b>X</b>			

**Does this job have any special vision requirements?**

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

**ADDITIONAL INFORMATION:**

- Must be willing to travel to off-site meetings, trainings, and events.
- Ability to speak or write a language (Spanish) other than English is helpful.
- Must successfully pass the pre-employment test.
- Eligible to accept assignment.

**Acknowledgment:**

I, (print name) \_\_\_\_\_ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Organization policies contained in the employee handbook. I certify that I am able to perform the job duties with or without an accommodation.

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

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