

Intervention Manager  
Job Description

TITLE: Intervention Manager

QUALIFICATIONS: Learning Behavior Specialist I Certificate or  
Type 10 Illinois Certificate or  
Type 73 School Service Personnel Certificate

REPORTS TO: Director of Special Education, Assistant Director and Coordinator

FUNCTION: To provide interventions in the Least Restrictive Environment by devising student learning and behavior strategies modifying instruction and consulting with school personnel and parents.

RESPONSIBILITIES:

A. Instructional Planning

1. Plans and prepares for students assigned.
2. Provides written intervention plans or IEP goals and objectives for individual students.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing approved curriculums and approved courses of study.
2. Strives to improve learning and behavior corresponding to the needs of students.

C. Instructional Methods and Practices

1. Participates in conferences for assigned students including behavior management plans, Functional Behavior Analysis, IEP's and annual reviews.
2. Develops strategies for maintaining a classroom environment conducive to effective learning, utilizes effective methods and employs a variety of techniques appropriate to the maturity interests and needs of the students.

3. Provides appropriate diagnostic testing and observations identifying student capabilities and monitoring student progress on a regular basis.
4. Maintains accurate and complete records as required by law and Kendall County Special Education Cooperative guidelines.
5. Communicates with parents on an individual basis.
6. Consults with appropriate professional staff regarding student educational program and needs.
7. Initiates, facilitates and monitors each student's program in the LRE with appropriate teaching and related service staff.
8. Provides direction and guidance to teacher aides appropriately assisting student instruction and behavior.

D. Classroom Management

1. Establishes strategies for maintaining orderly classroom behavior on an individual and group basis.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

E. Relationships with Students, Parents and Staff

1. Works to establish and maintain open, positive lines of communication with students and their parents concerning academics and behavior.
2. Establishes and maintains a cooperative relationship with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

F. Professional Responsibilities

1. Meets accepted standards of professional behavior.

2. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
3. The intervention manager exhibits professionalism and commitment through punctuality and attendance.
4. Performs other duties as assigned by the Kendall County Special Education Cooperative administration.

EVALUATION: Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member, Director, Assistant Director or Coordinator and shall be an ongoing process.