



Position Title: **RTI Specialist**
Department: Building
Reports To: Building Principal

SUMMARY: Support administration and instructional staff in the implementation of Response to Intervention (RtI) and school wide systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: And other duties may be assigned.

1. Working knowledge and understanding of the Response to Intervention (RtI) process, Positive Behavior Intervention Supports, and the Problem Solving Model
2. Coordinate the implementation of universal screening measures
3. Facilitates implementation of evidence based reading, math and language programs, materials and instructional strategies
4. Assess levels of student achievement, analyze test results and facilitate data teams
5. Assist in identifying student needs, developing intervention plans, and implementing appropriate interventions
6. Use data to guide the design of differentiated professional development
7. Models effective instructional techniques within classrooms
8. Provides formative feedback to teachers using the walkthrough tools
9. Participate as a standing member of the school based problem solving team
10. Develop and maintain accurate school level data
11. Work closely with district staff to assist in the development and delivery of training
12. Corresponds with district staff and stakeholders via email
13. May be asked to translate, if applicable
14. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: Leadership, organizational skills, and communication abilities to effectively support teachers instructionally. Ability to facilitate adult learning communities

EDUCATION and/or EXPERIENCE: Master's Degree with a major in Education preferred. Five (5) years successful teaching experience. Strong knowledge of testing and assessment. Deep understanding of instruction in literacy, math, and behavior interventions. Trained and experienced in the delivery of Systematic ELD.

CERTIFICATES, LICENSES, REGISTRATION: Valid Oregon Teaching Certificate with Reading Intervention and ESOL endorsements preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as educational research, professional publications, and curriculum guides. Ability to write routine reports and correspondence, as well as create materials for presentations, such as charts and graphs. Ability to speak effectively before administrators, staff, parents, and students. Ability to facilitate group processes with teachers and administrators. The ability to create and deliver written reports to both large and small groups.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as mean, median, mode, standard deviation and percentages. Ability to read and apply statistical data and interpret scores for application in the design and implementation of reading improvement programs. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Advanced proficiency with Microsoft Excel, PowerPoint and Word required. Familiarity with EasyCBMs, OAKS Online and SWIS. Ability to design projects and to work independently. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with administrators and staff. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date