

## **SERIES 500 – PERSONNEL**

### **Professional Staff Policies – 530**

#### **Job Description of the 7-12 Interventionist, Assistant to the Gifted/Talented Coordinator, and On-line Course Coordinator (531.6)**

##### **Basic Function**

It shall be the basic function of an Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator in the Norwalk-Ontario-Wilton School District to provide the knowledge and skills necessary to assist with student learning and achievement at Brookwood Jr./Sr. High School. The role of the Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator is to work with students, assisting with classwork and learning opportunities, and collaborate with teachers and school personnel to determine which students need assistance.

##### **Qualifications**

- Current WI DPI teaching license for Early Adolescence through Adolescence (ages 10-21)
- Minimum of a Bachelor's degree from an accredited college or university

##### **Reports to and Evaluated by:**

- Building Principal

##### **Performance Responsibilities**

- Oversee staffing of the Intervention Room (IR) during instructional hours.
- Communicate with teachers regarding which student(s) will go to the Intervention Room each day.
- Work with students in the IR to assist with completing school work and other school-related activities.
- Work with the G/T Coordinator to provide Gifted/Talented opportunities to students.
- Choose which students to invite into the G/T program with input from the Coordinator.
- Communicate with the Coordinator to schedule programming for G/T students.
- Attend G/T events with students if needed.
- Serve as the On-line Course Coordinator for all current and future virtual options' platforms.
  1. Serve as the check-in/attendance monitor for students assigned to Start College Now (SCN)/Early College Credit Program (ECCP) class hours.
  2. Complete training on the Wisconsin Virtual School (WVS) platform.
  3. Enroll students into WVS classes, setting up student and parent accounts.
  4. Request student courses at the beginning of each semester in the WVS platform (physically adding them into the system).
  5. Daily Activities:
    - a. Mark previous day's attendance in Skyward (WVS will show the previous day's activity - not the current day's).
    - b. Respond to any pressing student/parent concerns with WVS.

6. Weekly Activities:

- a. Read emails from WVS regarding student progress (parents are sent a copy of these as well).
- b. Check students' activity - make sure that they are logging into WVS and completing assignments.
- c. Send families a reminder email with what needs to be completed and an update on attendance.
- d. Check students' grades - encourage them to redo any assignments below the 70% mark and BEFORE taking an assessment (chapter test/midterm/final).
- e. Check students' pacing - if a student is behind pace, let parents know (email and follow-up phone call if necessary; and encourage the student to put in extra time to get back on pace).
- f. Communicate with student/parent(s) if the student is behind pace.

7. At mid-quarter:

- a. Send a reminder of upcoming grades and let them know the date grades will be pulled and entered into Skyward.
- b. Generate mid-quarter grades and transfer them into Skyward.
- c. Send mid-quarter reports as needed.

8. At end of quarter:

- a. Send a reminder of upcoming grades and let them know the date grades will be pulled and entered into Skyward.
- b. Generate quarter grades and transfer them into Skyward.
- c. Send home quarter reports as needed.

9. At end of semester:

- a. Send a reminder of upcoming grades and let them know the date grades will be pulled and entered into Skyward.
- b. Remind students and parents that they will not be able to enter anything/turn in any assignments after 10:00 PM on the End Date - which is displayed in multiple places.
- c. Generate semester grades and transfer them into Skyward.
- d. Send home semester reports.

10. As needed:

- a. Handle assessment passwords - instructors will send to you and you must keep and send to parents when students are ready for the assessment.
- b. Call home if families are unresponsive to emails.
- c. Make home visits if students are in need of encouragement.
- d. Communicate with families regarding WVS courses and platform questions.
- e. Communicate with WVS instructors and Brookwood Jr./Sr. High School Principal regarding student concerns (i.e. cheating).

➤ Other tasks as assigned by the Building Principal.

### **Relationship with the Building Principal**

The 7-12 Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator is not an administrative position and therefore does not evaluate, or give any evaluative data to the Building Principal on Teacher performance.

The Building Principal, during visits to the Intervention Room, will expect to see the 7-12 Interventionist working with students, either individually or in small groups. The Principal may also witness the 7-12 Interventionist using his/her computer to complete On-line Course Coordinator tasks.

### **Evaluation**

The evaluation of the 7-12 Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator will be done annually, prior to April 1st, by the Building Principal. The person employed in the position will be evaluated on the duties outlined in this policy, and general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Building Principal may write a narrative, use a rank order scale to evaluate how the employee is performing each task listed, or use a combination of both. If a rank-order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The 7-12 Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator will be given an opportunity to write responses to any comments made by the Building Principal on the evaluation. The 7-12 Interventionist/Assistant to the G/T Coordinator/On-line Course Coordinator must, within five business days after receiving the evaluation, return a signed copy of the evaluation along with any written responses or request a meeting with the Building Principal.