

Reports to: Principal and Curriculum Coordinator

Job Goal: To organize and facilitate the Response to Intervention program and to provide direct services to students.

Responsibilities:

1. Organize BHCS RtI program including determining Title I eligibility.
2. Oversee K-8 benchmark assessments.
3. Analyze data with RtI Team, teachers, and administration.
4. Maintain RtI records with the Curriculum Coordinator.
5. Keep track of and schedule progress monitoring meetings.
6. Provide direct services to Tier 3/Title IA students and Tier 2 students as needed and available.
7. Strategize next steps for RtI students.
8. Develop a “Tool Kit” of current strategies and interventions for grades K-8 through research, work with RtI Team, and professional development.
9. Share and support appropriate interventions with classroom teachers.
10. Communicate academic progress of Title IA students with teachers and parents, and suggest appropriate action.
11. Work with the administration to create a schedule for all RtI Ed Techs, train Ed Techs in Intervention procedures, and hold informal meetings with them in order to monitor student progress.
12. Perform other tasks and assume other responsibilities as the administration may assign, including meetings, committee work, planning, etc., which may take place outside the regular school day.

Approved: Blue Hill School Committee – September 8, 2010

Revised: Blue Hill School Committee – January 11, 2017