



## JOB DESCRIPTION

### Student Services Specialist (3-5)

**PURPOSE:** To provide direct intervention instruction to students and assist in developing a systematic school-wide approach to MTSS. Facilitates and coordinates the implementation of classroom intervention supports at all tiers. Provides direct curriculum and instructional support.

#### QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with LBS1 endorsement;
2. Experience working with special education students;
3. Ability to independently problem-solve, schedule daily activities, model positive and effective communication, and work effectively with professional staff and parents.

#### PERFORMANCE RESPONSIBILITIES:

1. Provide individual and small group instruction designed to meet individual needs and motivate students in pull out and/or classroom setting;
2. Support IEP process including delivery of specialized instruction;
3. Assist with designing intervention and monitoring response to intervention for students who are struggling;
4. Assist schools in developing strategic plans for intervention and growth for all students;
5. Monitor and report student achievement data associated with the multi-tier assessments;
6. Manage student intervention caseloads;
7. Mentor school-based Problem Solving teams through development and implementation of MTSS at all tiers;
8. Serve as a liaison to administrators, teachers, counselors, school social workers, school psychologists, and other stakeholders to develop appropriate positive behavior interventions and supports through MTSS;
9. Maintain records as required by the school, District and/or state and complete appropriate reports as directed;
10. Communicate and work closely with the regular classroom teachers while assisting in the development of each student's intervention program/IEP;
11. Utilize in-depth knowledge of data collection and progress monitoring;
12. Model lessons and strategies in the classroom;
13. Develop and provide materials for/with colleagues;
14. Be available to co-teach lessons;
15. Assume responsibility for continued professional growth;
16. Support Glenview 34 policy and Strategic Plan;
17. Other duties as assigned.

**TERM:** Certified Staff School Year

**ORGANIZATIONAL RELATIONSHIP:** Reports to the Principal (or designee)