

CABELL COUNTY PUBLIC SCHOOLS
Job Description

Position:	Title I Secondary Interventionist
Supervisor:	Building Administrator
Length of Employment:	Temporary/Part-Time; Not to exceed 90 days/720 hours
Salary:	As per job posting
Location:	As per job posting
Overview:	The Title I Secondary Interventionist is assigned to deliver a comprehensive educational program in accordance with federal and state law and West Virginia Board of Education and county policies and regulations. Interventionists will work with identified students to assess and provide specialized individual and small group instruction (above and beyond that provided through regular classroom instruction) to those students who are at risk for developing or who are experiencing deficiencies in Reading, (English) Language Arts and/or Math content skills. Interventionists will provide scheduled daily instruction, unless the principal determines otherwise.

Qualifications:

1. Must hold or qualify for a West Virginia Professional Teaching Certificate in grade bands noted on the job posting, Special Education, Math, or Reading Specialist, within the grade levels specified in the posting.
2. Preference given to individuals with experience providing intervention programs within the private sector.
3. Experience and training with research-based assessment tools and intervention programs.
4. Successful teaching experience in phonemic awareness, phonics/decoding skills, oral reading fluency, vocabulary, and/or reading comprehension.
5. Must possess excellent use of technology/computer skills.
6. Must possess excellent communication skills, both verbal and written.

Responsibilities:

1. Provide targeted instruction to students based upon individual weaknesses revealed through data.
2. Work with the school-based team to plan, assess, and intervene in assigned school.
3. Utilize appropriate record keeping strategies to track student progress and attendance.
4. Attend meetings and professional development training.
5. Coordinate schedules with building principal-
6. Provide support and assistance to all students through the intervention process.
7. Conduct small group interventions as directed by data to ensure student growth.
8. Provide a multi-tiered intervention and enrichment system for math and reading instruction.
9. Provide instruction and assistance on successful technology integration that supports student learning.
10. Participate in staff development to ensure knowledgeable about program components and understand the instructional design of how the programs meets the standards.
11. Encourage parental involvement through suggested home activities, conferences and workshops.
12. Accept the responsibility of assigned students, reporting the presence of any situation that may be harmful to the health and safety of the students.
13. Accept the responsibility of all students, which includes supervising students at all times.
14. Identify and refer for screening and/or evaluation of any child who has learning deficiencies.
15. Advise the principal of the presence of any situation that may require immediate intervention, so as not to hinder the instructional program.
16. Serve as a resource to the classroom teacher in identifying appropriate instructional strategies and interventions in math and reading to improve student achievement for all students.
17. If applicable, assist teachers in curriculum maps that align with instruction.
18. Participate in data meetings in the analysis and utilization of assessment data to improve student achievement
19. Assist grade level teams in setting goals for improved instruction.
20. Meet regularly with teachers and administrators to review skill assessment data and to assess the outcomes of goals established by grade level teams.
21. Prepare and maintain documentation for federal program monitoring.
22. Develop, distribute, and maintain parent/student/teacher compacts as required for all Title I schools.
23. Assist in the development and implementation of the Title I components of the five-year strategic plan.
24. Plan and deliver multiple annual parent trainings in the areas of reading as required by Title I regulations.
25. Maintain professional work habits.
26. Prepare forms, records, and reports as directed by administration.

27. Complete and submit reports in a timely manner.
28. Attend meetings and professional development trainings.
29. Follow all state mandatory reporting procedures.
30. In the event of a directive issued by the school administration, instruction may be modified (ex: remote/distance learning). Modification of instruction may include, but not limited to:
 - a. Conducting instructional interventions virtually.
 - b. Conducting school based in-person instructional interventions.
 - c. Ability to use virtual formats, using TEAMS, ZOOM, or other approved online platform.
 - d. Ability to support instruction for students who may participate virtually, remotely, or in-person.
 - e. Ability to provide support to families, virtually or via phone contacts.
 - f. Use documentation log for communication and evidence of interventions.
31. Perform all other duties and responsibilities assigned by the building administrator.

07/06/2026