

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Response to Intervention (RTI) Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months, 3.5 hours/day	<i>Grade:</i> 6

Job Summary

Responsible for individual tutoring and small group instruction of students utilizing prescribed techniques. Responsible for supplemental assistance to students performing below grade level, as directed. Monitor classrooms during team collaboration of staff. Assists in RTI data collection.

Essential Job Functions

Assists under direction of the teacher with planning and organizing instructional duties and activities. Maintains awareness of goals and objectives for students.

Implements student tutoring component of academic program through one-to-one and/or small group tutoring, or other approaches as directed.

Works with many adults in a collegial, collaborative manner. Accepts direction and supervision well.

Reports to the assigned area in a timely manner, recognizing the importance of following a fast-paced schedule.

Communicates student progress and provides information for program evaluation. Confers with student's classroom teachers in a collaborative model.

Works with classroom teachers and other support staff for proper placement instruction (within a three-tiered intervention model).

Attends and contributes to training provided by the district and by the school to master specific skills needed for program success.

Supports all program components necessary for differentiation of student needs.

Maintains accurate student RTI records for program and compliance audits, compiles reports & oversees progress monitoring and universal screening.

Works to facilitate accomplishment of the success of the total school RTI program.

Carries out supervision/monitoring of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Maintains, submits, and meets deadlines of required paperwork, including data entry.

Attends and contributes to regularly scheduled professional development meetings to share and discuss ideas, strategies, and materials related to RTI.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, copy machines, and other instructional equipment.

Independent Decisions

Makes decisions of a routine, job-related nature.

Primary Working Contacts

District staff, students, public, and parents.

Responsibility for Cash, Equipment, Safety

Students under employee's supervision.

Supervision Received and Exercised

None given; supervised by building principal with day-to-day guidance and supervision from classroom teachers.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. If the position is subject to federally highly qualified requirements, 48 hours of college credit or associates degree or successful completion of the Para Pro test will be required.
3. Experience working with appropriate age children in the areas of all academics and working in a collaborative instructional effort.
4. Commitment to the philosophy that all children can succeed.

5. Understanding child development in language arts and mathematics from an elementary framework.
6. Proficiency in oral and written English and strong interpersonal communication skills.
7. Computer data entry skills, and knowledge of programs to include: Microsoft Word, Excel, etc.
8. Ability to work effectively in a prescribed instructional setting and an ability to operate in fast-paced, complex settings while maintaining a high degree of organization and efficiency.

The following are preferred:

1. Experience with an ethnically and linguistically diverse student population and economically disadvantaged children.
2. Two (2) years of working with remedial support is desirable.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.