

**9.3.14****DIRECTOR OF DISTRICT-WIDE INTERVENTION**

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**Reports To:** Assistant Superintendent for Secondary Education

**Dept/Campus:** High School

**Wage/Hour Status:** Exempt

**Contract Length:** 240

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**PRIMARY PURPOSE:**

Be responsible for direct leadership of intervention initiatives within both the traditional and alternative secondary school setting to reduce serious discipline incidents and referrals for long-term suspension. Be responsible for direction and oversight of the following: student attendance, truancy, court-liaison, FINS, dropouts, and Vista (or other medical facilities). To accomplish these goals, this position will develop a comprehensive system of supports for students at risk due to behavior. This system will include activities appealing to those who are disengaged.

**QUALIFICATIONS:****Education/Certification:**

Bachelor's degree in education  
Master's degree in education preferred  
Must hold a current Arkansas teaching certificate

**Special Knowledge/Skills:**

Thorough understanding of program management  
Ability to communicate with all levels of students, their parents, and the staff  
Strong organizational, communication, and interpersonal skills  
Evidence of an understanding of system accountability, research, and development  
Evidence of the ability to acquire, analyze, and report a variety of data  
Patient and calm demeanor with students and others  
Working knowledge of curriculum and instruction

**Experience:**

Three years teaching experience  
Two years experience in instructional leadership role

The Board may find appropriate and acceptable alternatives to the above qualifications.

**EVALUATION:**

Directors employed by this district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Establish and maintain a communication/referral process with building administrators to identify students most in need of intervention.
7. Establish individual relationships with each of the referred students to ascertain root causes of school disengagement and disruption.
8. Consult with administrators at each campus to identify a potential intervention plan within the school and reporting system.
9. Develop, implement, and model behavior and instructional support plans for the purpose of meeting individual student needs.
10. Establish a regular meeting schedule with students at each school to identify, discuss, and implement an intervention plan.
11. Develop recommendations and follow-ups with students and their families to assess progress.
12. Provide referral services as appropriate in intervention for individual students.
13. Monitor student progress in identified areas for the purpose of recording appropriate data regarding academic and/or behavioral information.
14. Maintain complete, accurate, and legible records and other related documents according to established protocol and legal requirements pertaining to areas of student attendance, truancy, court-liaison, FINS, dropouts, and Vista (or other medical facilities).
15. Work in close collaboration with administration and counseling staff to provide collaborative services for students.

16. Perform other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours; ability to lift and carry 50 lbs.

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Date Adopted: June 17, 2014

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

\_\_\_\_\_  
Date

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Supervisor

\_\_\_\_\_  
Date