

**RESPONSE TO INTERVENTION COACH/CURRICULUM SPECIALIST**  
**JOB DESCRIPTION**

**QUALIFICATIONS**

1. Qualifications as outlined in West Virginia Code 18A-4-7a
2. Minimum of Master's degree.
3. West Virginia certification with reading specialization K-12.
4. West Virginia certification in educational administration preferred.
5. Trained and experienced in developing and providing staff development.
6. The ability to demonstrate effective teaching strategies.
7. Ability to communicate effectively with students, school personnel, and parents.
8. Ability to work cooperatively with others.
9. Trained and experienced in implementation of MAP (Measures of Academic Progress) Acuity and other Benchmark assessments including accompanying technology.
10. Proficient in use of Microsoft office applications (Word, Excel, Powerpoint, etc.)
11. Self-directed
12. Knowledge of state and federal legislation.

**IMMEDIATE SUPERVISOR**

Director of Federal Programs

**DUTIES AND RESPONSIBILITIES**

1. Coordinate implementation of all aspects of Response to Intervention (RTI) K-12.
2. Visit elementary, middle and high schools and observe in classrooms for the purpose of monitoring tiered instruction.
3. Monitor and evaluate the implementation of benchmark assessments in elementary, middle and high schools.
4. Monitor and assist student intervention teams in elementary, middle and high schools.
5. Assist with the development and implementation of tiered instructional programs in all K-12 schools.
6. Plan and implement professional development designed to meet defined needs of RTI.
7. Provide orientation and systematic follow-up assistance to personnel implementing RTI.
8. Consult with teachers and parents to assist in meeting students' academic needs.
9. Provide public relations activities to communicate program goals and accomplishments to students, staff, parents, and community members.
10. Maintain accurate, complete, and punctual records as required by law, county policy, program or administrative directives.
11. Maintain and improve professional skills through participation in relevant staff development programs.
12. Perform other job related duties as assigned by the Director of Federal Programs.

August 2010