
Job Title: Response to Intervention (RTI) Coordinator **Wage/Hour Status:** Exempt
Reports to: High School Principal **Date Revised:** April 2018
Dept./School: High School **Date Posted:** May 3, 2018

Primary Purpose:

RTI Coordinator for the high school campus
Coordinate the campus program for students in at-risk situations.
Collaborate with district staff and outside personnel to provide educational and career opportunities for students at-risk.
Facilitate Freshman Initiative Class for at-risk 9th grade students
Dual Credit Coordinator for the high school campus
CTE Coordinator for the high school campus

Qualifications:

Education/Certification:

Bachelor's Degree (Master's Degree preferred) from accredited university
Valid Texas teaching certificate with required endorsements for subject assigned

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Knowledge of college readiness standards
Ability to interpret data
Ability to use personal computer and software programs to collect, report, and present data and test related information
Knowledge of special needs of at-risk students in assigned area
Ability to speak effectively before groups of parents, students, and staff
Ability to develop and deliver training to adult learners
Excellent organizational, communication, and interpersonal skills

Experience:

Experience as a classroom teacher

Major Responsibilities and Duties:

Program Management

1. Develop and implement procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success.
2. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support at-risk students.

3. Provide information about school district and community resources available to students and their families and assist them to access those resources when needed.
4. Work with students, parents, and staff to ensure at-risk students' academic success.
5. Provide individual and small group career information sessions to at-risk students.
6. Contribute to the development of program goals to reduce school failure and dropout rates.
7. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.

Budget and Inventory

8. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely.
9. Complete CTE grant applications and compliance reports.

Policy, Reports, and Law

10. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
11. Compile, maintain, and file all reports, records, and other documents required. Ensure that accurate at-risk and dropout data is reported through PEIMS.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Other

13. Coordinate Saturday School and Thursday Night at the Library.
14. Monitor student attendance.
15. Coordinate substitute teachers for the campus.
16. Serve as RTI Coordinator for the high school campus.
17. Serve as Dual Credit Coordinator for the high school campus.
18. Serve as CTE Coordinator for the high school campus.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; may work prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.