

**ZANESVILLE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>RESPONSE TO INTERVENTION TEACHER (RTI)</b>	<b>REPORTS TO:</b>	Principal
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**TRAINING**

**QUALIFICATIONS**

- College graduate with not less than a Bachelor's Degree
- Certified by the Ohio Department of Education
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS  
AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL  
QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

- To enhance individual students' opportunities for academic success through tutoring, working with parents, and assisting classroom teachers

**WORK ENVIRONMENT  
CHARACTERISTICS/  
CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revised:

POSITION NO. 3.35

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Works with individual or small group of students identified as in need of intense intervention by the district's universal screener and other appropriate data
2. Provides instruction using district approved, research-based intervention programs and/or strategies
3. Progress monitors students' growth and reports individual student growth to the building RTI team
4. Attends inservice programs as assigned
5. Maintains a high level of ethical and professional behavior and confidentiality of information about students
6. Works to maintain open lines of communication with students, parents and teachers
7. Meets and tutors assigned students in the location and at the time designated
8. Assists in completing evaluation necessary to further specify student progress and needs after initial placement
9. Attends regularly scheduled faculty meetings
10. Observes all Board of Education policies and administrative regulations pertaining to assignment as a tutor
11. Completes required forms and paperwork
12. Provides additional help for students outside the classroom, but within the normal teacher school day
13. Carries out non-classroom duties such as supervision of lunchroom, playground, hall duty, bus duty, homeroom, study hall, etc.
14. Attends and/or is willing to participate in school related after school activities, within reason
15. Attends faculty meetings as required or requested within the normal school day
16. Completes required forms and paper work punctually and neatly
17. Enforces school rules and regulations effectively and in a supportive manner
18. Carries out in a supportive manner Board of Education policies and procedures and administrative rules and regulations
19. Serves on building or district committees as needed or requested, within reason
20. Assists in the development and/or revision of curriculum, within reason
21. Assists in the selection of textbooks and instructional materials, within reason
22. Coordinates efforts and materials with other teachers who instruct similar courses, grade level, or in the same department
23. Fosters and maintains cooperative working relationships with other teachers and support service personnel
24. Supervises student teachers or field experience students as needed or requested
25. Works with and supervises volunteer aides
26. Seeks assistance, as needed or appropriate, of specialized district or county personnel:
  - a. Learning disabilities personnel
  - b. Health personnel: nurse, speech and hearing, etc.
  - c. Psychological or guidance personnel
27. Performs other duties as assigned

TERMS OF EMPLOYMENT	186 contract days
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