



TEAM	School
POSITION TITLE	Support Staff – K-8 Intervention Specialist
REPORTS TO	Head of School
JOB SUMMARY	The K–8 Intervention Specialist supports the mission to love, live, and share Christ through education at Olive Branch Christian School by providing targeted academic intervention and instructional support to students in reading and mathematics. This role is focused on identifying and addressing learning needs through evidence-based intervention, differentiated instruction, progress monitoring, and collaboration with classroom teachers and school leadership. The Intervention Specialist works with individual students and small groups to strengthen foundational skills, close identified learning gaps, and develop student confidence and independence as learners. The position requires a commitment to understanding each student’s individual potential, maintaining high academic expectations, using assessment data to inform instruction, and fostering a nurturing, structured, and Christ-centered environment in which students can grow academically, socially, and spiritually.

ESSENTIAL FUNCTIONS

- Academic Intervention & Instruction
- Assessment & Progress Monitoring
- Communication & Collaboration
- Student Support & Development
- Other Responsibilities

ACADEMIC INTERVENTION & INSTRUCTION

- Provide targeted reading and mathematics intervention to individual students and small groups in grades K–8.
- Develop and implement intervention plans (IMPs and IAPs) based on identified student needs.
- Provide differentiated instruction to address skill gaps and reinforce grade-level learning.
- Teach strategies that promote academic skills, confidence, perseverance, and independence.
- Maintain appropriate instructional materials, resources, and learning environments.

ASSESSMENT & PROGRESS MONITORING

- Use assessment data and teacher feedback to identify student needs and instructional priorities.
- Establish appropriate academic goals and monitor student progress.
- Maintain accurate records of intervention services, student growth, and progress.
- Adjust instruction and intervention based on student data and response to instruction.
- Communicate student progress and concerns to teachers and school leadership.

COMMUNICATION & COLLABORATION

- Collaborate with classroom teachers to coordinate intervention with classroom instruction.
- Share instructional strategies and resources to support student success.
- Participate in student support, grade-level, and staff meetings as assigned.
- Communicate with parents or guardians as directed by school leadership.
- Maintain confidentiality regarding student information and records.

STUDENT SUPPORT & DEVELOPMENT

- Build positive relationships that encourage student confidence and character.
- Create a supportive environment where students feel safe to learn.
- Reinforce positive learning behaviors.

- Encourage students to recognize and develop their God-given abilities.
- Support students in becoming increasingly independent learners.

OTHER RESPONSIBILITIES

- Support a Christ-centered learning environment consistent with the school's mission and values.
- Participate in professional development related to intervention, instruction, assessment, and Christian education.
- Maintain professional relationships with students, families, teachers, and administrators.
- Support school-wide activities, initiatives, and events as assigned.
- Perform other duties as deemed appropriate by the Head of School.

TIME COMMITMENT: This is a full-time hourly position with a 10-month schedule aligned to the academic calendar. Work hours will typically align with the school day, including additional duties as required, such as meetings, training sessions, or special events. Flexibility in scheduling may occasionally be needed to support school activities and priorities.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in education, special education, reading, mathematics, or a related field preferred.
- Experience providing academic intervention or small-group instruction in reading and/or mathematics preferred.
- Experience working with elementary and/or junior high students in an educational setting preferred.
- Knowledge of evidence-based instructional practices in reading and mathematics preferred.
- Experience with iReady and NWEA MAP assessment systems, Science of Reading Foundation, Barton and DISTAR preferred.

QUALIFICATIONS:

- A born-again Christian who aligns with the Church's Statement of Faith and Core Values and agrees to uphold these beliefs in daily practice.
- Although not required to be a member of Olive Branch Community Church, support staff must attend a Bible-believing church.
- High School Diploma from an accredited institution.
- Ability to meet the physical demands of the position.
- Willing to undergo a criminal background check, and complete annual training in Sexual Harassment and Child Protection.

PHYSICAL DEMANDS:

- Monitor and supervise students in various school settings, including classrooms, hallways, playgrounds, and electives.
- Assist with classroom activities and manage materials, including carrying and organizing items.
- Move freely within the school environment, with activities such as walking, standing, and occasionally lifting up to 25 lbs.
- Participate in outdoor activities like field trips or sports events, which may involve extended periods of standing and walking on uneven surfaces.
- Operate standard equipment, including computers, phones, and other office tools as needed.
- Occasional travel for training, conferences, or school-related events.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, and unpleasant odors. The noise level in the work environment is usually moderate to loud.

OLIVE BRANCH EMPLOYMENT STATEMENT: This job description is subject to change, and all terms and conditions are subject to the Olive Branch Employee Handbook.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Signature

Date