



City View Charter School Intervention Coordinator Job Description

Mission

City View Charter School strives to inspire academic excellence, build character, and create high-quality work while contributing to a better world.

Our Vision

City View Charter School is a K-8 EL Education charter school in Hillsboro, OR. We believe in building students academic knowledge and skills, challenging them to create high-quality work, while teaching them character skills for life. Our EL curriculum encompasses brick-and-mortar teaching, while taking to the outdoors for fieldwork to connect with our local community. Teachers work with students, staff, and families to create, implement, and celebrate the learning happening throughout the year. Teachers at City View Charter School support the mission and vision of the school as well as embodying the principles and values of EL Education.

Job Description

Intervention Coordinator is a critical lever and guide in improving student achievement. They collaboratively work with our administration and curriculum support specialists to provide Tier II intervention and Talented and Gifted specific instruction. The Intervention Coordinator will lead the charge with creating a culture of reading that ensures strong reading instruction, excitement about books, and a genuine, institutional love for reading. They will need to promote student engaged assessment and reflection, develop intervention schedules, and will collaborate with classroom teachers.

Responsibilities

Intervention Coordinator Tasks

- Lead the Curriculum Support Team (Tier II Classified Staff)
 - Hold regular team meetings
 - Coordinate intervention schedules
 - Coordinate school-wide baseline reading and math assessment administration
 - Organize and coordinate data collection through progress monitoring
- Teach math and reading intervention groups
- Lead professional development sessions for staff on intervention curriculum & strategies
- Use data to assist with identifying the most at-risk students for placement within intervention groups and create data-driven goals.
- Attend Action Team Meetings and report out on data
- Coordinate school-wide reading events like Read Across America and OBOB
- TAG coordinator
 - Determine eligibility
 - Schedule TAG testing
 - Maintain paperwork
 - Attend PEP meetings
 - Lead or coordinate TAG groups
- Other duties as assigned

School Culture

- Promote a positive and caring climate for learning

- Promote culturally responsive work environment for students, staff and families
- Communicate effectively with a wide range of diverse populations
- Promote diversity, equity and inclusion aligned with school mission and core values

Qualifications

Required:

- 3-5 years of teaching experience
- Commitment to learning and teaching through the EL Education instructional model
- Valid Oregon Teaching License
- Maintain integrity of confidential information of students and staff
- Ability to collaborate productively with team members
- Self directed with creative ingenuity
- Experience with Dyslexia

Preferred:

- Experience with project-based learning
- Experience with EL Education
- Experience with Orton Gillingham instruction

Working Conditions:

- Mental Demands/Physical Demands/Environmental Factors: Maintain emotional control under stress.
- Work with frequent interruptions

Compensation Package

- The teaching position is a 1.0 FTE (40 hours/week) position with benefits. Competitive salary range starting at \$40,502 - 64,094 depending on educational level and experience
- Offering full benefits including medical, dental and vision insurance and paid long term/short-term disability insurance. 10 Days Paid Time Off (PTO) and 8 paid holidays.
- Required participation in Oregon PERS.

Application Procedure and Requirements

Please attach and email current cover letter, resume and letters of reference to applications@cityviewcharter.org

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Name: _____

Signature: _____