

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 274
RANGE: 154
NON-EXEMPT

INTERVENTION SPECIALIST

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, provide Intensive Intervention to designated students; develop and implement plans to increase appropriate behavior and learning in a variety of environments and perform a variety of clerical support duties related to classroom and program activities; provide assessment, care coordination, case management, and implement school intervention activities for children ages 0 to 22 years of age.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the development and implementation of intervention plans, case management, and follow-up with individual students.
- Attend meetings or other team conferences and present behavior and/or instructional support plans and additional information as needed.
- Collect data and maintain records of students' progress in targeted areas.
- Complete any other required forms related to service delivery or program needs.
- Coordinate work schedule with a variety of teaching staff; attend staff meetings, present trainings to others as requested by supervisor, and work effectively as member of educational team.
- Effectively use such strategies as Evidence Based Practices to remediate trauma and behavioral health issues.
- Perform a variety of clerical duties in support of program needs including typing, filing, duplicating and distributing materials; prepare and coordinate schedules and calendars as directed, maintains records, documentation, and reports.
- Prepare specialized training and instructional materials related to individual programs.
- Regularly communicate student progress to supervisor and other staff, as appropriate.
- Schedule, plan and conduct home visits with assigned families in coordination with staff and supervisor.
- Use appropriate strategies to train appropriate replacement behaviors to individual students and to integrate students into less restrictive environments.
- Use evidenced based practices to assist students in their development and behavior; tutor individual students and small groups to reinforce learning and behavior modification techniques.
- With minimal supervision, analyze data and modify curriculum and instructional strategies; work with program staff on appropriate guidance and strategies needed to further enhance students' development.
- Work independently in a variety of environments, including but not limited to students' current classrooms, the classrooms students are transitioning to, and students' homes.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Provide consultation with staff.

- Provide care coordination and case management.
- Assist students in group settings to manage personal behaviors.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child development.
- Diplomacy tactics utilizing discretion and confidentiality.
- Effective intervention strategies for children with social, emotional, and/or behavioral health needs.
- Principles of applied behavior analysis and behavior modification.
- Record keeping and report preparation techniques.
- Resources available to young children with behavioral health needs.
- Staff development programs and techniques.
- Techniques for observation, data collection and evaluation of children.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Ability to comprehensively understand and speak in a designated second language may be required.
- Appropriately manage student behavior and guide students toward more acceptable behaviors using various behavior intervention strategies and procedures, including, but not limited to, identifying antecedents and consequences of behavior, function of behavior, replacement behavior, positive reinforcement, and extinction.
- Communicate effectively individually or to small groups in oral and written form with children, parents, school district personnel and allied professionals.
- Coordinate and implement specific student, classroom and family services.
- Follow through on assigned projects from inception to completion.
- Maintain confidentiality, follow instructions, read, interpret and apply rules, laws and procedures.
- Maintain cultural awareness and sensitivity.
- Plan and organize work.

- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work effectively as a member of a trans-disciplinary team.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction in a variety of environments including, but not limited to, students' schools and homes.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Psychology, Child Development, Special Education, Counseling, or Communicative Disorders or related field preferred.

EXPERIENCE:

- Two years' experience working with children with social, emotional and/or behavioral health needs in a clinical or educational setting.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Pass a language proficiency assessment in a designated second language may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Work with children who may become agitated and physically or verbally aggressive.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 01/11/2008

Revised: 11/14/2017; 07/18/2018; 07/18/2018; 03/21/2019; 09/01/2020; 04/01/2021