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# Example of Intervention Specialist Job Description

Our growing company is hiring for an intervention specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intervention specialist

* Educate assigned families on the advantages and benefits of being a part of the Intervention process
* Create value by presenting families with personalized resources that will build the foundation for successful transition into our program
* Collaborate with the Enrollment Intervention Specialist Team to provide consistent and efficient communication through personalized customer service
* Review eligibility criteria for gifted and talented applicants using previous academic documentation, placement tests results, and state standardized test scores
* Communicate course placement decisions clearly and accurately through verbal and written communication with parents
* Address family inquiries with a strong focus on client experience
* Run and manipulate reports using our Education Management System, Connexus
* Assist with the training and onboarding of new Academic Placement Services Intervention Specialist team members
* Mouse (required)
* Keyboard (required)

## Qualifications for intervention specialist

* Strong ability to engage and interact with customers in a variety of settings including tradeshows / conferences, market research, advisory boards, and field interactions
* Enjoys and is highly effective at partnering cross-functionally, specifically with R&D, clinical, sales, and global marketing
* Ability to maintain SCIP, CPR, and first aid
* General knowledge of the operation of standard office equipment including pertinent software applications
* Knowledge required to perform general math
* Knowledge of behavior and crisis management techniques