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# Example of Intervention Specialist Job Description

Our company is growing rapidly and is hiring for an intervention specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intervention specialist

* Assist Academic Placement Services Leadership Team with the interviewing, hiring, and onboarding process for the Academic Placement Intervention Specialist team or other similar positions
* Track and approve personnel leave requests and timesheets in UltiPro for all Academic Placement Intervention Specialists (I/II) and Team Lead
* Seek out professional development opportunities, including relevant Human Resource manager trainings
* Support the Academic Placement Services team during peak season with daily responsibilities, when necessary
* Understand and be able to assist prospective families with understanding the requirements of the enrollment process
* Demonstrate a thorough knowledge of the specialized intervention placement process
* Process placement changes for enrolled students who require an adjustment to his or her schedule
* Other duties as assigned by the Academic Placement Services Leadership Team
* Complete admissions for new arrivals
* Prepare clients’ belongings upon discharge

## Qualifications for intervention specialist

* Assisting students with disabilities with achieving established goals
* Should have knowledge of community systems and experience in discharge planning and placement
* New York State Teaching Certification (required)
* Master’s degree from an accredited college or university in education, mathematics, literacy or related field preferred
* Minimum of three years of successful classroom teaching experience
* AA degree in Human Services or Child Development or equivalent experience