

RANGE N05

**JTC NO. CAX
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Richland Collegiate High School Response to
Intervention Coordinator**

DATE PREPARED: **Summer 2010**

DATE REVISED: **Summer 2012; Spring 2015; Spring 2017**

GENERAL SUMMARY:

Coordinates Richland Collegiate High School's Response to Intervention Center by hiring, training, and supervising tutors, and identifying and referring students requesting tutoring services. Identifies RCHS students in need of tutoring services through the use of progress notices, instructor and/or advisor referrals. Coordinates computer assisted instruction and credit-by-exam processes with the RCHS Registrar, Assistant Principal, and RCHS advisors for RCHS students in need of high school credit recovery.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans and coordinates tutoring services. Hires, supervises and coordinates all staff engaged in tutoring activities, including tutors, student workers, volunteers and/or part-time employees or adjunct faculty.
- Attends TEA and Region 10 training for Response to Intervention.
- Coordinates, plans, implements all Response to Intervention activities; works with high school advising staff to ensure student learning needs are being met.
- Monitors budgets as identified by supervisor.
- Coordinates all communications to RCHS staff, parents, and students for available tutoring services.
- Identifies, hires, and trains content specific instructors of computer assisted instruction used for high school credit recovery or for credit-by-exam for incoming RCHS juniors.
- Determines tutoring needs through student advisement or other advisors' referrals.
- Processes student referrals from faculty and staff.
- Prepares training materials and provides in-service training for tutors as required.
- Coordinates the development of seminars and workshops for targeted areas based on students' needs.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Responsible for maintaining a database related to student academic progress.
- Identify, hire, train, and evaluate tutors.
- Reviews and makes recommendations for purchase of instructional materials.
- Serves as a testing coordinator for RCHS benchmark tests, and assists with high school testing (TEA testing and PSAT).
- May serve as a tutor and provide tutoring services as needed.
- Performs other duties as required.

REPORTING RELATIONSHIP:

Reports directly to Richland Collegiate High School Principal.

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher and three or more years' experience in a secondary or higher education environment. Advance knowledge of computer applications related to department functions. Communication skills to support explanation of departmental policies to staff, students, and parents. Ability to communicate and work with staff, students, and parent from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***