

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD  
YUMA PRIVATE INDUSTRY COUNCIL, INC  
JOB DESCRIPTION/SCOPE OF WORK**

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Title: **Math Interventionist**

Reports to: Principal Educational Opportunity Center Charter High School

Classification: Exempt

Origin Date: 10/01/23

Salary: \$23.32/Hr.

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The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

**SUMMARY**

Under the direction of the School Principal, the math interventionist position provides high-quality instructional interventions in Mathematics that meet the needs of all students. The interventionist will work to ensure high levels of mathematical understanding and implementation with students. The teacher will work with both large and small groups who demonstrate instructional need.

This position requires scheduling of interventions in collaboration with math teachers. In small groups or with individual students, the position requires applying various hands-on, visual, and concept-based math intervention techniques that are both age appropriate and meet the complexity of the Arizona Standards. The position also requires demonstration of techniques that promote human motivation and behavior while considering their impact on the achievement of those within the learning environment.

The Math Interventionist position is active during the school year (1,760 hours a year), and it is a performance-based position where thirty-three percent of the evaluation tool is based on student math achievement within the district assessment, and state assessment.

**Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or may be assigned at any time with or without notice.**

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**PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PRIMARY RESPONSIBILITIES**

- Abides by Arizona statutes, school board policies and regulations
- Upholds school rules and administrative regulations
- Attends meetings and performs duties as assigned by administrators or supervisors
- Participates in the school's PLC team and accepts sponsorship of a student organization
- Maintains a cooperative relationship with staff, students, and community
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students
- Creates and implements a positive learning environment and research-based program of study that is conducive to learning and appropriate to the maturity and interests of the students
- Manages and maintains an orderly and safe learning environment
- Develops intervention plans and materials
- Schedules referred students for math intervention
- Demonstrates exemplary instructional practices in mathematics and possesses a deep understanding of mathematics theory for the purpose of providing effective best practices to improve student achievement
- Demonstrates the ability to diagnose mathematic concerns in students and develops interventions to meet those academic concerns
- Regularly analyzes data and monitors student progress while delivering focused intervention to students
- Teaches a remedial math course if required by student achievement data.
- Collaborates with teachers, administration, and families to help identify best practices for individual and small groups of students
- Participates in on-going and job-embedded professional development (e.g. staff meetings, study groups, demonstration lessons with pre-and post-discussion analysis, workshops, trainings, seminars) for the purpose of gathering information related to mathematics
- Uses a variety of manipulatives and hands-on activities to support content standards and needs and capabilities of individuals of student groups involved
- Maintains data-based documentation of continuous monitoring of student performance and progress
- Ensures timely submission of reports, grades, and communications.
- Ability to implement technology in instruction and operation of duties.
- Ability to work to implement the visions and mission of the school.

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**CORPORATE VALUES**

**INTEGRITY:**

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

**TEAMWORK:**

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

**PERFORMANCE/INITIATIVE:**

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

**LEARNING:**

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

**CORPORATE LEVEL CONTRIBUTION:**

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;

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- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

**CUSTOMER SERVICE:**

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

**CORE SKILLS**

**Communication**

- Communication: The ability to effectively communicate information and ideas to others, respond effectively to the most sensitive inquiries or complaints (effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).
- Comprehension: The ability to comprehend information and ideas presented. Respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- Written Comprehension: ability to read and understand information and ideas presented in writing.
- Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- **Fluency in the English and Spanish languages required.**

**Mathematics**

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- Apply mathematical concepts such as defined by Arizona High School Mathematics Standards in Algebra I, Algebra II and Geometry.

**Reasoning**

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- Inductive Reasoning: ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

**Technology**

- Demonstrate **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).
- Demonstrate general proficiency of Google Workspace and Google Apps.
- Demonstrate **proficiency** in Internet usage.

**Socioeconomic**

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

**Supervisory**

- **Active Learning**: Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management**: Managing one's own time and the time of others.

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- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Must demonstrate the ability to maintain a learning environment with students in the absence of the Instructor.

**Interpersonal**

- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Service Orientation: Actively looking for ways to help people.
- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

**Knowledge of:**

- Policies and practices of the school with regard to truancy and discipline.
- Local programs, school programs and community activities
- General office procedures and office machines (computer, fax, and copier).
- Correct English/Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy. • Available community resources both public and private. • Oral and written communication skills.

**Other**

- Must possess reliable transportation.
- Must maintain current liability insurance at minimum level established by the agency.
- Demonstrate client-interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Arizona Driver's License,
- Must possess or be able to obtain a Level One Fingerprint Clearance Card.
- Must clear a background check with Arizona Department of Child Safety.
- Must demonstrate the Core Values of the Organization.

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**EDUCATION AND EXPERIENCE**

A Bachelor's degree from an accredited university or passing score on professional mathematics exam.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for a school environment.

I acknowledge that I have been given a copy of this job description and I understand the duties and responsibilities stated within. I attest to my capacity to fulfill all such duties and responsibilities. This job description may be revised by the employer and I will be given a copy of revisions, additions, and/or deletions. I understand that I may be given additional related duties and will be required to follow any other instructions or directions given by my supervisor. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Printed Name of Supervisor

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_