

**BEREA COLLEGE  
PEOPLE SERVICES**

**POSITION DESCRIPTION**

**Position Title:** GEAR UP Academic Interventionist—SCHOOL DISTRICT

**Department:** Partners for Education, GEAR UP

**Title of Immediate Supervisor/Leader to Whom This Position Reports:** GEAR UP Curriculum Coach

**\*Expected Daily Work Hours:** 7:00 - 4:30 **\*Expected Weekly Work Schedule:** M-F occasional evenings and weekends

*\* College offices are normally open from 8:00 AM until 5:00 PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.*

**Workplace Expectations**

As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived.

Therefore, workers are expected to:

***\* Exhibit Enthusiasm for Learning***

***\* Act with Integrity and Caring***

***\* Value All People***

***\* Work as a Team***

***\* Serve Others***

***\* Encourage Plain and Sustainable Living***

***\* Celebrate Work Well Done***

**Minimum Qualifications Required:** *(please be specific and respond to every question; indicate none if not applicable)*

**Education required to ensure success in this position:**

- Bachelor's degree in education or related field required

**Experience that would ensure success in this position:**

- Experiences in teaching or tutoring programs
- Experience in rural schools
- Understanding of first generation, low-income youth
- Experience managing multiple tasks and meeting ambitious deadlines
- Knowledge of college access and success best practices
- Classroom/group management and team building skills
- Understanding of curriculum development and interdisciplinary teaching methodologies
- Understanding of service learning

**Special skills, knowledge and abilities:**

- Computer competency -- data entry, word processing, familiarity with Excel or other spreadsheets, experience with Microsoft Office products
- Excellent written and oral communication and presentation skills

**License, certification, or registration necessary:**

- Valid Driver's License
- Background check, including social media check

**Physical requirements:**

- Ability to work within a high energy school setting all day
- Ability to occasionally lift up to 20 pounds
- Strong verbal presentation skills
- Ability to travel independently if needed

**Environmental conditions:**

- Work in LOCAL SCHOOL DISTRICT (various positions across elementary, middle, and high)
- Extensive computer use

**Ability to operate the following vehicles or equipment:**

- Standard office equipment – computer, telephone, fax machine, photocopier
- Motor vehicle –college car and mini-van

**Brief summary of this position:**

The Academic Interventionist (AI), is a fulltime 185 day position with SCHOOL DISTRICT. The Academic Interventionist will provide direct academic interventions to students by meeting with them individually and collectively, to develop a plan for academic success by providing tiered academic interventions and referrals to services necessary to ensure success. Services will vary depending upon the level of the students. The AI will work with students for as long and as intensively as needed, to assist each student in achieving academically for the purpose of becoming college and career ready; The AI will also provide out-of-classroom learning/intervention during out of school periods; The AI will monitor individual student data using a Universal Screener to ensure that interventions occur as soon as academic needs arise.

**Primary 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, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- In collaboration with GEAR UP program staff and building-level administrators and teachers, AI will coordinate and deliver academic services to students who are below benchmark
- Work collaboratively with GEAR UP College and Career Navigators (CCN) to ensure seamless delivery of GEAR UP services to ensure scholastic and transitional success.
- Provide workshops and academic tutoring during out-of-school time periods
- Meet with students, individually and collectively, to provide academic interventions and referrals to services necessary for success
- Maintain accurate records and data and submit reports regularly
- Attend and actively participate in regular professional development trainings around academic instruction and success

*Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.*

**Leadership requirements:**

- Does the person in this position directly supervise other staff/team members? No  
If yes, how many? None
- Does the person in this position directly supervise students? No  
If yes, how many? None

**APPROVED BY:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff Member Serving in this Role: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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*(To be completed by Human Resources Staff)* Position #: \_\_\_\_\_ Job Family: Grants

FLSA Status: ☒ Exempt ☐ Non-Exempt

Salary Grade: \_\_\_\_\_

*If changes have been made to the information on this position description, revision date is: updated 6/30 /2018 (stw)*