



MARBURN  
ACADEMY

## Intervention Specialist/Scholarship Liaison - (10 Month, 30 hours per week)

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### Summary and Scope of Role

The scope of the role of the Scholarship Liaison is to facilitate Marburn families' access to the JPSN and Autism Scholarship by collaborating with local school districts and Marburn Academy teachers, ensuring compliance with the IEP/ETR, and state processes and progress monitoring. This role reports to the Scholarship Coordinator. This is not a 1:1 classroom Intervention Specialist position but rather an advocacy role with an IS flair.

### Responsibilities

#### *School Culture and School Operations*

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Represent Marburn and its Mission as you work with school districts
- Conduct self in presence of students, parents, and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal "boundaries" in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role of faculty member.
- Effectively perform other duties assigned by the Head of School, Associate Head of School, and/or member of Leadership Team
- Support the school and its leadership
- Serve on school-wide and standing committees as needed

## *Responsibilities*

- Serve as a member of the Scholarship team, and as the liaison between staff, parents, and local school districts for Scholarship caseload
- Prepare IEP profiles, goals, objectives and accommodations for students on the JPSN and Autism Scholarship
- Collaborate with colleagues, collect and synthesize teacher and SLP feedback for IEP annual reviews and quarterly progress reporting
- Participate in meetings and sign Individualized Education plans (IEP) and Evaluation Team Reports (ETR)
- Administer academic achievement testing, career/vocational inventory assessments and perform observations as needed
- Serve as a key intervention resource to teachers and students both directly and as a consult
- Provide intervention, supervision and guidance of students as assigned
- Model, promote and support best practices in progress monitoring
- Input IEP updates, progress data and monthly invoices into the ODE SAFE account, and other duties as assigned by your supervisor
- Maintain all records required by the school
- Maintain current certification
- Continue to develop professionally by assuring current knowledge in the field of responsibility through reading and workshops
- Additional duties as assigned

## **Qualifications, Education, and Skills**

- Alignment with Marburn's Mission and Core Values
- High ethical standards, a sense of integrity, and respect for all of Marburn's constituents
- Strong interpersonal acuity and a proven ability to forge relationships with a large and diverse community of people
- Strong written and verbal communication skills
- Intelligence, critical thinking, focus, and creativity
- Proficient with Google Workspace, Microsoft Office, and email
- A IS license or Teaching license with intervention specialist supplement (K-12)
- Teaching or administrative experience preferably in an independent school
- Time management meeting critical deadlines
- Have and maintain licensure as required by the Ohio Department of Education or State of Ohio
- Successfully pass a background check (FBI, BCI, Sex Offender)

## Physical Requirement

- Ability to stand, traverse, and present in front of the students for extended periods of time two plus hours or more
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to participate in outdoor activities of the school as needed
- Ability to move, lift and position:
  - Regularly up to 10lbs
  - Frequently up to 11lbs-30lbs
  - Occasionally over 30lbs
  - Rarely up to 50lbs with assistance as required

## Hours

- 30 hours per week with a mutually agreed upon schedule with supervision with the faculty member expected to be available, as needed, until 4:30pm for meetings with parents, teachers, administrators, or other duties.
- Attend Professional Development opportunities in house when required
- Occasionally, the faculty member will be required to participate in certain activities such as field trips, afternoon or evening events, or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Graduation, Voyageurs Trips, Middle Division DC Trip, Curriculum Night, Parent Conferences, Graduation, Discovery Nights, Dances, etc.).

**Qualified Candidates should send their resume and cover letter to [hiring@marburnacademy.org](mailto: hiring@marburnacademy.org)**

*Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*