



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Vocational Adjustment Counselor
Payroll/Personnel Type:	10 Month
Reports to:	Coordinator of School Intervention Programs

Position Summary:

The Intervention Support Fellows, under the supervision of the principal and Coordinator of School Intervention Programs, will lead literacy intervention groups for students that are a year or more below grade level in Pre-Kindergarten through Second Grade (and beyond, if scheduling permits). They will utilize approved curricula and assessment materials, in accord with district educational objectives to provide small group instruction throughout the day.

Essential Functions:

- It will be the sole responsibility of this individual to support students who have fallen behind in reading
- They will provide individualized, intensive interventions that target the students' skill deficits
- Plan and lead literacy intervention groups throughout the day
- Monitor and collect student data
- Participate in RtII meetings
- Attend staff meetings and professional development
- Collaborate with members of school community
- Contact parents regarding student progress
- Organize and share information with classroom teacher, AIC and principal

Knowledge, Skills, and Abilities:

- To be determined

Experience:

- Demonstrated ability to work with other adults and within the leadership of the site administrator
- Proven track record of excellent attendance and timeliness

Education:

- Associate Degree (required)
- Bachelor's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date
Immediate Supervisor	Date

Human Resources	Date
-----------------	------

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.