



Tier 3 Intervention Teacher Administrative Procedure 2.B.97

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference:

Legal Reference:

Date Adopted: August 2022

Date Amended: August 2025

SPECIFIC RESPONSIBILITIES AND DUTIES:

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL RESPONSIBILITIES:

Under the direction of the principal, and in consultation with the divisional student services department, the primary responsibility of the intervention teacher is to provide direct and explicit systematic intervention in phonemic awareness, phonics, and word level reading, with an emphasis on automaticity and fluency at letter, word, and passage level with the Response to Intervention framework. The intervention teacher is required to perform specialized assessments and tailor intervention lessons to selected students determined by achievement data. The RTI components include: universal screening, evidence-based instruction/intervention, progress monitoring, staff professional development and collaboration, and parent support.

INTERVENTION TEACHER SELECTION

- Be certified as a teacher in Manitoba.
- Have been trained or willing to be trained in structured literacy and principles of direct instruction.
- Able to work collaboratively with intervention teacher colleagues, the director of programs and student services and all division clinicians and consultants.
- Commitment to collecting and analyzing data as outlined.
- Ability in schedule to make up missed lessons to ensure minimum session requirements are met.
- Has demonstrated strong time-management and organizational skills.

STAFFING DECISIONS

- Superintendents will staff the intervention teacher position in consultation with the principal based on school needs, teacher interest, teacher strengths and student numbers.
- Superintendents/Principals may assign or transfer staff to the intervention teacher position if, in their judgment, it is in the best welfare of the students and the school.

SPECIFIC RESPONSIBILITIES AND DUTIES:

1. Lead the school assessment team:
 - a. facilitate universal screening three times per year
 - b. provide support to assessment team in carrying out universal screening
2. Support classroom teachers in carrying out tier 1 progress monitoring
3. Provide tier 3 reading interventions as outlined in ***Administrative Procedure 2.A.75***
4. Facilitate the management and interpretation of data necessary to develop, implement and evaluate tier 1, 2, and 3 interventions
5. Participate in intervention teacher PLC