

Intervention Specialist Job Description

Our Lady of the Elms, a private Catholic school rooted in the Dominican tradition, educates girls and young women to live their lives boldly with purpose, confidence, kindness, resilience, justice and faith.

As the only all-girls, faith-based K–12 school in Summit County, the Elms is seeking a full-time/part-time/virtual exempt **Intervention Specialist for the 2026-2027 academic year**. The Intervention Specialist will work under the supervision of the Principal and be supported by a Team Lead.

The ideal candidate will foster a nurturing, academically rigorous, and faith-filled classroom environment where young learners can thrive intellectually, socially, spiritually, and emotionally.

As a sometimes primary educator, you will guide students through pivotal milestones in literacy, numeracy, and spiritual formation, keeping the school's mission and Dominican identity at the heart of all instruction.

Major Responsibilities

- Work closely with teachers, counselors, administrators, students, and families to support student learning and success.
- Review student data and assessments to identify needs, track progress, and create effective support strategies.
- Participate in IEP, accommodation plan, and Student Support Team (SST) meetings and help develop individualized plans for students.
- Provide individualized and small-group instruction, as well as support students in inclusive classroom settings.
- Provide accommodations, modifications, and evidence-based interventions based on each student's needs and IEP/ISP.
- Regularly assess student progress and adjust instruction and interventions as needed.
- Use technology and other resources to support students with diverse learning needs.
- Support students during classroom and standardized assessments by providing required accommodations.
- Communicate regularly with students and families about progress, strengths, and areas for growth.
- Work with students, families, and college/career counselors to support transition planning and post-secondary goals.
- Collaborate with the educational team to ensure students receive consistent and coordinated support.
- Stay up to date on special education laws, policies, and best practices.
- Advocate for the academic, social, and emotional well-being of students with learning differences.

Faith-Based Spirituality

- a. Embrace and display Catholic/Christian values and spirituality
- b. Participate with your students in Catholic celebrations
- c. Demonstrate a commitment to the Dominican pillars of study, preaching, community, and prayer in your teaching

Salary Range: \$35,000 to \$50,000 (varies by years of experience, multiple credentials, extra services, and academic recommendations)

Core Qualifications:

- Bachelor's degree in special education or a related field from an accredited institution ● Excellent verbal and written skills
- Valid State of Ohio Teaching License Intervention Specialist (K-12)
- Experience in a Catholic learning environment preferred
- Complete the Diocese of Cleveland's *Virtus: Protecting God's Children* training prior to employment
- Successfully pass a criminal background check (BCI/FBI)

Compensation and Benefits:

The Elms is a delightful community of talented staff, academic professionals and diverse students offering a competitive salary. As a full-time employee, you will be eligible to participate in numerous benefit programs, including medical, dental, vision, life insurance, disability insurance, and matching 401K.

SUBMIT:

Submit your cover letter, current resume with employment dates, and a list of 3 academic references to Dr. Caryl A. Hess at chess@theelms.org c/o Our Lady of the Elms School