

Intervention Specialist – Full-Time

St. Michael the Archangel School | Findlay, OH

About St. Michael the Archangel School

St. Michael the Archangel School is an apostolate of St. Michael the Archangel Catholic Parish in Findlay, Ohio, under the watchful care of the Roman Catholic Bishop of Toledo. A tradition of excellence since 1894, SMS serves students in Kindergarten through 8th grade and is guided by a clear and unwavering mission: to shape saints and scholars.

At St. Michael School, the community is committed to the Catholic faith, the sacredness of human life, the Christian understanding of human sexuality, the nobility of Christian marriage and family life, the practice of the faith, Christian works of mercy, and the communion of Saints. This commitment extends to every member of our staff — because every person who serves in our building plays a role in forming the culture and community that makes SMS what it is.

Position Overview

St. Michael the Archangel School seeks a compassionate, collaborative, and highly qualified Intervention Specialist to support students in achieving their academic potential. This individual will work closely with teachers, families, administrators, and support staff to provide targeted academic interventions, monitor student progress, implement accommodations, and ensure all students have access to a rigorous, grade-level curriculum within a Catholic faith-based learning environment.

The ideal candidate has strong communication and organizational skills, expertise in data-driven instruction, knowledge of evidence-based literacy and mathematics interventions, and a passion for supporting students' academic, social, and emotional growth.

Primary Responsibilities

Assessment, Data Analysis, and MTSS Leadership

- Coordinate and manage universal screening, assessment, and progress monitoring for students.
- Maintain and analyze school-wide academic data to support the Multi-Tiered System of Supports (MTSS).
- Lead data discussions with the School Intervention Team to identify student needs, monitor growth, and guide instructional planning.
- Use assessment results, standardized testing data, and ongoing observations to inform instructional decisions.
- Use intervention systems that use academic performance data to improve student outcomes.

Instruction and Intervention

- Deliver evidence-based reading and mathematics interventions through individual and small-group instruction.

- Provide structured literacy instruction using programs and approaches such as Orton-Gillingham, Heggerty, or other research-based practices.
- Implement targeted intervention plans based on student needs and progress monitoring data.
- Differentiate instruction and tailor lessons to support diverse learning styles and abilities.
- Modify assignments, assessments, and instructional materials to support student success while maintaining grade-level standards.
- Adjust instructional strategies based on measurable student outcomes.

Student Support and Collaboration

- Partner with classroom teachers to implement effective instructional supports, accommodations, and intervention strategies.
- Assist in implementing and monitoring Student Accommodation Plans (SAPs), Student Monitoring and Accommodation Plans (SMAPs), and other support plans.
- Work closely with families to communicate student progress and support academic growth.
- Collaborate with Findlay City Schools personnel and Diocese of Toledo representatives to ensure coordinated services and support for students.
- Participate actively in multidisciplinary teams, intervention meetings, and student support planning.

Compliance, Documentation, and Special Education Support

- Participate in developing and completing Evaluation Team Reports (ETRs) and related documentation.
- Maintain accurate and timely records of student interventions, accommodations, progress monitoring data, and assessment results.
- Ensure compliance with state and diocesan requirements related to student services and intervention programs.
- Attend and contribute to meetings with St. Michael School, Findlay City Schools, and other relevant stakeholders.

Qualifications

Required:

- Valid Ohio Intervention Specialist license.
- Commitment to the mission and values of Catholic education.
- Knowledge of differentiated instruction, MTSS frameworks, and evidence-based intervention practices.
- Strong understanding of assessment, progress monitoring, and data analysis.
- Excellent communication, collaboration, and organizational skills.

Preferred:

- Experience implementing intervention systems and academic support programs.
- Experience completing Evaluation Team Reports (ETRs) and participating in multidisciplinary teams.
- Familiarity with SAP, SMAP, MTSS, and intervention documentation procedures.
- Training and experience in structured literacy approaches, including Orton-Gillingham and Heggerty.
- Experience collaborating with public school districts and educational service providers.

Why St. Michael's?

At SMS, we believe we are created in God's image and called to be saints, that Jesus is the center of our lives, that we work better together, and that love fosters growth. These convictions shape every corner of our school — including the front office. This position is not simply an administrative role; it is an opportunity to be a daily witness to the warmth and excellence of Catholic education for every family and visitor who walks through our doors.

To Apply

Interested candidates should submit a **cover letter, résumé, and references** to Dr. Wes King at wking@findlaystmichael.org.

St. Michael the Archangel School is an institution of the Catholic Diocese of Toledo. The school is under the authority of the Roman Catholic Bishop of Toledo in all matters of faith and morals.