



Fairfield Public Schools Job Description

Job Title: School-Based SRBI Coordinator

Expected Outcome: Support all staff to plan, implement, and progress monitor best practices in Tier 2 and Tier 3 interventions with the goal of closing the achievement gap and growing all student achievement in literacy, numeracy and well-being.

Job Purpose Statement: The School-Based SRBI Coordinator is responsible for overseeing a school's SRBI decision making process and guiding the creation and implementation of student intervention plans. Responsibilities include the analysis of student data, development of intervention goals and learning targets, exploring instructional approaches and/or programs, monitoring of students' growth in interventions, and providing professional learning to staff. The SRBI Coordinator is responsible to communicate and monitor SRBI Tier 2 and Tier 3 plans with all school staff as well as district personnel.

Responsible To: The School-Based SRBI Coordinator reports to the Principal and works in collaboration with the Literacy and Math Program Directors.

Essential Job Functions:

- Assists with literacy and numeracy intervention and general student support in the core areas, including forming small groups and delivering Tier 2 interventions.
- Aides in identifying student learning needs, monitoring and documenting progress, communicating with teacher teams, assisting with SRBI meetings and preparing reports for building leadership teams.
- Acts under the direction of the building administrators and in collaboration with district supervisors, team leaders, and instructional coaches as needed.
- Guides teachers and interventionists to utilize a variety of research-based, district-approved intervention programs including technology-based adaptive programming. All intervention programs must be determined by the needs of students as evidenced in data; reviewed using a data review cycle; and adjusted to meet the changing needs of students.
- Schedules monthly grade-level SRBI meetings with teachers and administrators to discuss student progress.
- Schedules monthly school-wide SRBI meetings with Special Education teachers of English Learners, administrators, school psychologists, and school counselors to discuss students that may be considered for PPT 1.

- Presents universal screening data and progress monitoring data to teachers during grade-level meetings and uses the data to create strategy groups.
- Schedules biweekly meetings with interventionists and/ or teachers to discuss students in Tier 2.
- Works with students in Tier 3 using various programs.
- Manages data on all students in SRBI and prepares necessary reports for teachers and administrators.
- Monitors program/ intervention for students who scored below proficient on SBA and other grade-level learning targets.
- Works in collaboration with building leadership and program directors to research and implement new resources.
- Attends the PPT 1 and presents data from intervention.

Preferred Qualifications:

Experience in reading and/or mathematics instruction.

Appropriate CT Certification.

Terms of Employment:

Member of the Fairfield Education Association.

Salary per contract.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, operate a computer and reach with hands and arms. The employee must occasionally lift and/or move items up to 10 pounds (such as reports). Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to perform the duties of this position. The employee must have the ability to reason logically, draw valid conclusions, make appropriate recommendations, work in an environment with frequent interruptions and moderate noise level, and withstand a high degree of stress working with time-sensitive assignments and multiple demands.

Filing Date:

Rev: 1/20