

MANAGEMENT JOB DESCRIPTION

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) COORDINATOR

JOB SUMMARY:

Under the direction of the Executive Director of Student, Family, Community, and Instruction, supports capacity-building of District and schools to establish and maintain positive cultures, climates, and systems that ensure the social-emotional, behavioral, and academic success of all students.

ESSENTIAL JOB FUNCTIONS:

- Provides professional development and coordinates academic, behavioral, and social-emotional learning (SEL) implementation and interventions at Tier I, II, and III.
- Coordinates efforts and provides support related to Response to Intervention (RTI)/MTSS Academics, including MTSS-R.
- Functions as a curriculum and instruction specialist providing leadership in curriculum and staff development.
- Actively collaborates with the Instructional Services and Support curriculum team to ensure MTSS academics are appropriately incorporated within instructional pedagogy, units of study, and best practices.
- Collaborates with other departments and divisions in cross-departmental/ divisional projects.
- Facilitates Districtwide change efforts to support achievement for all students.
- Collaborates with and provides ongoing training and support to site-based mental health providers and other certificated/classified staff.
- Actively contributes to the District MTSS Committee to provide leadership and support for MTSS initiatives.
- Coordinates and conducts campus walkthroughs to assist staff to monitor and increase effectiveness of MTSS.
- Regularly meets and consults with school MTSS committees to support all three tiers of MTSS, including the identification and screening of students, matching students to interventions, and progress monitoring.
- Assists schools to utilize data-tracking systems to collect and analyze data to determine academic and behavioral patterns and trends.
- Acts as an authorized external reviewer and collaborates with sites on the Tiered Fidelity Inventory (TFI) and other fidelity measures to ensure that MTSS is implemented as intended to ensure success for all students.
- Maximizes effectiveness of existing partnerships and seeks new partnerships to increase mental health services for District students.
- Develops and prepares related plans, reports, and presentations including Board, state, and federal reports.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Administrative Credential.
- Master's Degree.
- Multiple-Subject, or Special Education Teaching Credential or related teaching experience desired.
- Pupil Personnel Services (PPS) Credential desired.

Knowledge, Skills, and Abilities

- Highly knowledgeable and experienced with research-based practices of MTSS at all three tiers.
- Formal training and demonstrated successful experience prescribing and implementing a variety of evidence-based systems of academic, behavioral and SEL interventions.
- Successful experience planning and facilitating professional development and school improvement activities.
- Experience and demonstrated success with evidence-based decision making.
- Demonstrated strong interpersonal skills and positive working relationships.

Management Salary Schedule: Range I

BOARD APPROVED: 05/19/21

REVISION DATES: