

Student Support Facilitator

The Facilitator is directly responsible to the Director of Student Support Programming or designee. The Facilitator must be able to perform tasks involving prolonged periods of standing, walking, and sitting and he or she must be able to organize time and tasks in order to coordinate services for students within schools and among schools. Vision, hearing, and verbal communication skills are essential factors in performing required tasks.

1. Coordinate the duties and responsibilities of the local schools' Multi-tiered Support Systems (MTSS) and Student Support Teams (SST), IEP Teams.
2. Respond to parent needs and concerns in a timely and appropriate manner.
3. Work with building level leadership to maintain and/or coordinate academic and behavior support programs for students.
4. Manage and collaboratively ensure completion of eligibility consideration paperwork and eligibility meetings.
5. Participate in student support meetings, 504 meetings, special education eligibility meetings, and IEP meetings as needed.
6. Provide coaching to staff in implementing academic and behavior support programs.
7. Improve student instruction through classroom visitation, observation, and demonstration teaching.
8. Assist with crisis intervention as needed.
9. Work with school staff to interpret test results for the improvement of student instruction and achievement.
10. Work with MTSS focus-team in maintaining a structure for consistently monitoring the progress of students participating in academic and behavioral support programs.
11. Provide consultative and resource services to teachers and parents/guardians of students receiving academic and behavioral support.
12. Participate in school-based MTSS focus teams.
13. Support teachers in maintaining compliance with local school system, state, Federal regulations and Board of Education policies.
14. Prepare and submit reports as required by the school system.
15. Coordinate with MTSS Focus-Teams in developing and implementing procedures for assessing the effectiveness of the local school MTSS initiatives and other school level academic and behavioral improvement programs.
16. Perform all other duties and responsibilities as assigned by supervisor.

Qualifications:

- 1.) Minimum of a T-5 in Special Education or related field, preferred.
- 2.) Must have five years of successful teaching experience.
- 3.) Ability to work well with students, parents, staff and community is required.
- 4.) High integrity, excellent character, and good professional reputation are essential.
- 5.) Ability to be regularly, predictably, and reliably at work.

Signature

Date
FLSA Status: *Exempt*