



Leaders in Learning

EMPLOYEE JOB DESCRIPTION

TITLE: PreK Director / MTSS Coordinator

QUALIFICATIONS:

1. A valid State of Illinois Professional Educator License endorsed “General Administrative” and other qualifications deemed necessary by Illinois law;
2. Previous teaching experience, preferably in early childhood or elementary settings.
3. Proficiency in analyzing educational data, interpreting standardized assessments, and using data to drive instructional change.
4. Practical experience in working within a comprehensive Multi-Tiered System of Supports (MTSS) framework.
5. Strong communication and interpersonal skills.
6. Attention to detail and strong organizational skills.
7. Such other qualifications of academic, professional, and personal excellence as the Board of Education may specify.

SUPERVISES: PreK and Early Childhood Staff, other certified personnel, and assigned classified staff

JOB SUMMARY

This position would have three main responsibilities: PreK Program Leadership, MTSS System Oversight, and Staff Management & Development.

PERFORMANCE RESPONSIBILITIES:

1) Program Leadership (PreK Director Focus)

- Instructional Leadership: In collaboration with the District Curriculum Director, oversee the development and implementation of a high-quality, research-based PreK curriculum aligned with state standards and developmentally appropriate practices.
- School Administration: Manage the program’s budget, facilities, and daily operations to ensure a safe, nurturing, and organized environment.
- Stakeholder Relations: Foster positive relationships with parents, community organizations, and the public; ensure effective communication regarding student progress, and school events.
- Compliance: Ensure the PreK program adheres to all relevant federal, state, and local regulations, student-to-teacher ratios, and funding requirements.
- Student Enrollment & Transitions: Oversee PreK enrollment processes and coordinate successful transition strategies for students moving into Kindergarten.

2) MTSS System Oversight (MTSS Coordinator Focus)

- System Development and Alignment: Lead the creation and ongoing refinement of the school's MTSS framework, integrating academic, social-emotional, and behavioral supports across all three tiers (Tier 1: Core Instruction, Tier 2: Targeted Interventions, Tier 3: Intensive Individualized Supports).
- Data-Informed Decision Making: Establish protocols for universal screening, diagnostic assessment, and progress monitoring. Lead teams in the analysis and triangulation of this data to identify student needs and evaluate the effectiveness and fidelity of academic, social-emotional, and behavioral supports across all three tiers.
- Intervention Coordination: Assist in organizing and aligning all Tier 2 and Tier 3 interventions, ensuring they are evidence-based, implemented with fidelity, and aligned with individual student data and needs.
- Team Facilitation: Facilitate or co-facilitate school-based MTSS / Problem-Solving / Intervention teams, guiding them through structured data reviews and decision-making processes for students who require supplemental support.
- Equity and Access: Ensure the MTSS framework and its implementation are culturally responsive and promote equitable access to high-quality instruction and support for all students.

3) Staff Management & Development

- Supervision and Evaluation: Directly supervise, observe, and evaluate all PreK teaching and support staff, including MTSS-related personnel (e.g., interventionists).
- Professional Development: Plan, develop, and deliver high-quality, ongoing professional learning to staff on best practices in early childhood education, effective instructional strategies, data analysis, and the implementation of the MTSS model with fidelity.
- Coaching: Provide coaching and assistance to teachers to strengthen Tier 1 and Tier 2 academic, social-emotional, and behavioral supports to improve their skills in delivering and documenting interventions.
- Collaborate with and support District and Building MTSS Teams, District Directors, and Building Administrators in developing and sustaining clear, consistent Tier 1–3 systems that run smoothly and respond to student data.

TERMS OF EMPLOYMENT: Salary and Fringe Benefit Package to be established by the Board of Education. 11-month employee to be scheduled July 1 through June 30.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent or designee, in accordance with provisions of Board of Education policy.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Approved: