



<b>Position</b>	MTSS Coordinator
<b>Location</b>	Morton Freshman Center
<b>Department</b>	Student Support
<b>Reports To</b>	Assistant Principal of Student Services and Instruction
<b>Licensure</b>	Valid Illinois Professional Educator License with Teaching Endorsement or School Service Personnel Endorsement
<b>Qualifications</b>	At least three (3) years of successful experience in secondary education as a classroom teacher or student support position such as school counselor, school social worker, school psychologist.
<b>Terms of Employment</b>	10 Month
<b>Evaluation</b>	Annually
<b>Compensation</b>	<a href="#">Per Morton Teachers Collective Bargaining Agreement</a>
<b>Start Date</b>	August 10, 2026

<b>Position Summary</b>
<p>The MTSS Coordinator works with school counselors and/or school social workers, administrators, teaching staff, support staff, and parents/guardians to ensure that all students feel connected and supported in school through a data-driven MTSS framework. The MTSS Coordinator supports problem-solving teams (BARR, MTSS cohorts, and PLTs), facilitates meetings, and ensures staff have the tools and guidance to meet student needs proactively. The MTSS Coordinator serves as a primary point of contact for staff and internal operations. The MTSS Coordinator provides professional development, manages intervention systems and communication, and helps align support across campuses to ensure consistent, effective practices that promote student success</p>

<b>Essential Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Provides leadership and support in the planning, design, implementation, and continuous improvement of the district's Multi-Tiered System of Supports framework.</li> <li>• Supports the implementation of problem-solving teams (BARR, MTSS Cohorts, and PLTs) to ensure students receive timely academic, behavioral, attendance, and life-readiness support.</li> <li>• Collaborates regularly with cross-campus MTSS Coordinators, the MTSS Director, Assistant Principals of Student Services, teachers, support staff, and community partners to align student support across campuses.</li> </ul>

- Facilitates and supports Big Block Meetings, Small Block Meetings.
- Use multiple data sources to identify trends, areas of need, and students requiring additional support.
- Supports staff in understanding and using universal screener data, including Star Assessments and Panorama Life-Readiness, to inform Tier 1 instruction and tiered interventions.
- Provides professional development, presentations, and ongoing guidance to staff regarding MTSS processes, academic interventions, behavior interventions, universal screeners, and BARR implementation.
- Supports intervention teachers with instructional planning, learning progressions, grading expectations, Star Assessment data reviews, and questions related to Mustang Support structures.
- Prepares and delivers staff-facing communication, including MTSS updates, SMORE communications, data reports, presentations, and lesson materials.
- Documents student interventions within the data platform and ensures intervention rosters are updated when students enter, continue, or exit Tier 2 and Tier 3 supports.
- Analyzes student growth and achievement data for Mustang Support interventions to evaluate student progress and intervention effectiveness.
- Supports the development, review, and finalization of Tier 2 and Tier 3 intervention rosters using multiple data points, including benchmark results, teacher recommendations, grades, and other relevant student data.
- Assists with parent and guardian communication regarding student entrance into, continuation in, or exit from academic interventions.
- Supports the administration of academic benchmark windows and progress monitoring for tiered interventions, including serving as a point of contact for teacher questions and reminders.
- Supports the administration of Life-Readiness surveys and assists staff with understanding and using data.
- Creates, updates, and maintains BARR planning documents, including block meeting schedules, data spreadsheets, monthly calendars, meeting invites, I-Time lesson schedules, and team communication materials.
- Sends EWS data to BARR teams on a regular basis and supports teams in using data to problem-solve around student attendance, behavior, course performance, and overall engagement.
- Helps facilitate student interventions through teacher/team collaboration, student check-ins, family communication, and coordination with support staff and community partners.
- Prepares weekly I-Time or Panorama Life-Readiness lessons for staff, including presentations, directions, materials, copies, supplies, and teacher communication.
- Supports walkthroughs, MTSS/SLT/SST PLTs, and other school improvement structures connected to Tier 1 instruction and student support.
- Organizes and supports student recognition systems, including student spotlights, BARR Star awards, Student of the Month, Morty of the Month, and other incentives aligned to Mustang Mission and Life-Readiness themes.

- Creates semester and year-end MTSS data presentations and reports for school and district review.
- Assists the MTSS Director with benchmark data reviews, intervention effectiveness reviews, tier movement analysis, and year-end growth reports.
- Plans and supports problem-solving team celebrations, supply needs, incentive systems, and end-of-year recognition activities for students and staff.

***Physical Demands***

This position requires sitting, standing and walking for extended periods of time; ability to use a computer screen for extended periods of time. Lifting, bending, carrying up to 20 lbs. expected.

***Work Environment***

This position is performed primarily indoors in a traditional school setting, with some outdoor activity expected. The position requires reliable transportation for travel to other District Buildings, Conference Meetings, professional development opportunities, and District extracurricular events.

***Job Description Adopted***

June 8th, 2026