

Elementary School District 159

Job Description

TITLE: Multi-Tiered System of Support (MTSS) Coordinator
DEPARTMENT: District **EFFECTIVE DATE:** Immediately

POSITION SUMMARY

Under the direction of the Assistant Superintendent of Curriculum, Instruction and Assessment and working in close relationship with Curriculum Administrator, Math And Science Coordinator and Special Services, in all matters pertaining to the development and implementation of a consistent Multi-Tiered System of Support (MTSS). The MTSS model is a four tiered intervention process with aligned procedures across the district. The MTSS Coordinator will be responsible for providing information and professional development to school site teams, ensuring that MTSS components are implemented effectively throughout.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Superintendent of Curriculum, Instruction and Assessment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adhere to the established progress monitoring process, inclusive of timelines and data collection procedures
- Analyze individual student needs and identify appropriate targeted interventions
- Assist in monitoring the fidelity of implementation of MTSS at the school level including both academic and behavior support systems
- Assist in monitoring the process to ensure compliance and adherence to district procedures, state guidelines, and federal regulations
- Assist sites in analyzing student needs and linking student needs to appropriate interventions for struggling students
- Establish connection for MTSS framework and philosophy to other district initiatives
- Attend professional development and district-level MTSS meetings
- Compile, maintain, and review student data
- Communicate to stakeholders during all stages of the MTSS process including the creation of timeline, goals, outcomes, topics, and format of all tiered meetings
- Collaborate with Principals and Director of Student Services in creating shared vision and implementation of MTSS programming
- Coordinate and lead MTSS-related professional development for school staff
- Develops and maintains a positive rapport with families and staff
- Develop curriculum based measures in conjunction with department heads to measure student growth in subject specific areas
- Identify expectations for the use of MTSS/RTI2-Behavior for both academics and behavioral concerns

- Facilitate tiered meeting and ensure proper outcomes for student success plan
- Lead the MTSS District Meetings and represent the district at external meetings. Implement, and organize meetings that address key issues in programming, feedback from stakeholders, and inform future direction of initiatives
- Monitor the MTSS process to insure compliance and adherence to federal regulations and state guidelines.
- Guide the district in the development and implementation of MTSS models and frameworks at the district level and school sites
- Oversee the development of MTSS models and processes at each school site, based upon parameters established by the district
- Response to Intervention (RTI2 and RTI2-Behavior) programs, and other interventions and support services within and outside the district
- Responsible for the coordination of a comprehensive, multi-tiered system of supports for the district that includes academic, social-emotional, and behavioral interventions
- Meet with Instructional Support Teams at each site to provide support for intervention implementation
- Maintains cooperative working relationships with parents, staff, and other district personnel
- Maintains effective and timely written and oral communication with parents, staff and other school personnel
- Maintains professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with needs of students and in accordance with district guidelines
- Models skillful use of data to inform decision making
- Participate in weekly Child Study Team meetings to review referrals, student progress, and make recommendations
- Plan and implement teacher in-service and professional development at each school site
- Manage communication before tiered meetings and enter data in management system
- Present student performance data to school and district leadership, in accordance with the timelines set forth
- Provides MTSS staff development activities for school-based and district personnel
- Provide training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels. Assistance activities include observation and feedback, modeling, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports
- Serves as requested on district committees
- Work directly with school-based administrators and teachers to support the successful integration of the MTSS process

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of MTSS research and best practices
- In-depth understanding of the implementation and application of the MTSS model

- Proficiency in disaggregating, interpreting, and analyzing assessment data
- Ability to prepare and present comprehensive and effective reports, as appropriate for various stakeholders
- Willingness to work collaboratively with school and district leadership teams
- Strong instructional skills resulting in student growth
- Commitment to professional growth
- Commitment to the belief that all students can learn, educational equity, and ESD 159 vision and mission
- Ability to maintain the confidentiality of school and student records
- Exceptional interpersonal and organizational skills

EDUCATION AND EXPERIENCE

- Master's Degree or higher
- Five (5) years educational experience
Experience with implementing and organizing RTI models
- Professional Educators License (PEL)
- Endorsement in Reading and /or Mathematics
- Strong written and communication skills
- Collaborate as part of professional learning community (PLC)
- Accept responsibility for increasing student achievement
- Demonstrate strong work ethics
- Strong knowledge of best practices for online learning
- Lead teacher experience preferred

WORK ENVIRONMENT AND CONDITIONS

Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typical office, non-manual work environment.

While performing this job, the employee frequently works at a computer and uses hands and arms to key and/or reach; regularly required to talk, hear and walk.

The ability to see with corrective vision.

The noise level in this work environment is usually low to moderate.

Travel is required to attend conferences or meetings.