

GRAND RAPIDS AREA SCHOOLS ISD #318

Position Title:	Multi-Tiered System of Support (MTSS) Coordinator
Department / Unit:	Certified Teacher
Accountable To:	Superintendent
Terms:	Teacher contract days plus up to 10 days as approved by the Superintendent
Date of Latest Revision:	5/2025

I. PURPOSE OF THE POSITION

To improve student achievement through leadership, training, support, and guidance for the district's MTSS system and all related programs, such as ADSIS, Title, Gifted and Talented and Americorp.

II. MAJOR JOB RESPONSIBILITIES

Curriculum and Instruction

1. Provide for the effective implementation of a comprehensive MTSS system, including:
 1. Developing and implementing staffing plans.
 2. Designing and managing the assessment systems (progress monitoring, benchmarking, etc) necessary for an effective program.
 3. Writing and managing grants.
 4. Managing software and data systems necessary for an effective program (e.g. FastBridge, EduClimber, etc).
 5. Designing and providing professional development, consultation, coaching, and support for principals, staff, and school teams to facilitate implementation of MTSS.
 6. Leading meetings and building capacity in others to lead building efforts.
 7. Supporting school leaders in implementation.
 8. Monitoring fidelity and evaluating the effectiveness of implementation.
 9. Designing effective intervention systems and modeling effective practices.
2. Complete and manage the district ADSIS grant and program, including staffing, training, monitoring, and reporting.
3. Complete the district Title grant application and oversee the implementation of the Title program.
4. Manage the district Americorp program, including the selection of personnel, training and onboarding of staff, and integration with other district programs.

5. Manage the district Gifted and Talented Education (GATE) program, including program design, the selection of personnel, training and onboarding of staff, and integration with other district programs.
6. Complete required state applications and reports related to literacy, MTSS, and other areas at the direction of the Superintendent.
7. Work closely with other district teaching and learning leaders.
8. Assist in leading and supporting district-wide curriculum efforts.
9. Stay abreast of current educational trends, research, and strategies. Attend trainings and professional development.
10. Assist in the improvement of Tier 1 instruction and the planning for, adoption of, and implementation of new curriculum.

General

1. Comply with Federal and state laws, MDE regulations and requirements, contract and school board policy and administrative procedures.
2. Participate in the work of the District Strategy Team in the execution of the District Operational Plan and staff development plans.
3. Work closely with other district staff, including the Business Manager, Superintendent, and Director of Special Services to ensure continuity of programs, accurate and effective budgeting, and appropriate staff planning.
4. Serve on district committees at the request of the Superintendent
5. Provide reports to the school board at the request of the Superintendent.
6. Create or maintain websites relevant to associated programs.
7. Perform other duties, responsibilities and special assignments as delegated by the Superintendent.

III. QUALIFICATIONS

Knowledge, Skills and Abilities required to qualify for this position

- ☐ Four-year education degree and teaching license.
- ☐ Highly effective verbal and written communication, management, organizational, and supervisory skills.
- ☐ Ability to effectively use current technology tools to enhance personal productivity.
- ☐ Ability to write and/or present reports, documents, presentations, proposals and general correspondence in a clear and concise manner.
- ☐ Ability to develop long-range plans, establish and successfully achieve goals and make consistently sound, defensible decisions in performing all aspects of this position.
- ☐ Ability to effectively oversee the work of others.

Knowledge, Skills and Abilities preferred to qualify for this position

- ☐ Master's Degree
- ☐ Five years of professional experience in education, school psychology or related field

- ❓ Experience with developing, monitoring, and evaluating cycles of continuous improvement
- ❓ Experience planning, leading and executing initiatives with adult learners