



PACT
Charter School

District MTSS Coordinator
May 2026

Immediate Supervisor	Executive Director of Teaching and Learning	Work Day	Teacher Schedule +10 days	FLSA Status	Exempt
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Position Summary

The MTSS Coordinator provides districtwide leadership for the implementation, coordination, and continuous improvement of the Minnesota Multi-Tiered System of Supports (MnMTSS). This position works collaboratively with district and building administrators, teachers, interventionists, school psychologists, counselors, and support staff to ensure equitable access to academic, behavioral, and social-emotional support for all students.

The MTSS Coordinator leads the development and implementation of evidence-based practices, data-driven decision-making systems, and intervention processes that improve student achievement and outcomes. The position supports the alignment of curriculum, instruction, assessment, and intervention practices across all tiers of support while ensuring compliance with state and federal requirements.

District MTSS Coordinator Responsibilities:

District MTSS Leadership

- Lead and coordinate the districtwide implementation and continuous improvement of the MnMTSS framework.
- Collaborate with district and school leadership teams to develop, implement, and monitor MTSS systems and action plans.
- Facilitate alignment of academic, behavioral, attendance, and social-emotional supports within the MnMTSS framework.
- Promote equitable practices and inclusive learning environments that support the success of all students.
- Serve as a district resource and liaison regarding MTSS practices, interventions, and systems.

MnMTSS Framework Implementation

- Support schools in developing tiered systems of support for academics, behavior, and social-emotional learning.
- Guide the identification, intervention, and progress-monitoring processes for students requiring additional support.
- Assist staff in selecting and implementing evidence-based instructional and intervention strategies.
- Ensure fidelity of MTSS implementation across district schools and programs.
- Coordinate and support problem-solving teams and intervention planning processes.

Data-Driven Decision Making

- Utilize multiple data sources to identify student needs, monitor progress, and evaluate intervention effectiveness.
- Assist schools and staff in analyzing student performance data to inform instructional and intervention decisions.
- Support the development and implementation of district assessment and screening practices.
- Collaborate with staff to establish consistent data collection, analysis, and reporting procedures.
- Prepare reports and presentations related to MTSS outcomes and district goals.

Professional Development and Coaching

- Provide professional development, coaching, and technical assistance related to MTSS implementation and best practices.
- Develop and share resources, tools, and materials to support staff implementation of MTSS processes.
- Facilitate training on intervention strategies, progress monitoring, universal screening, and data analysis.
- Support teacher and administrator capacity-building through ongoing coaching and collaboration.

Collaboration and Communication

- Collaborate with administrators, teachers, special education staff, interventionists, counselors, and families to support student success.
- Participate in district and school leadership meetings, committees, and planning processes.
- Foster strong communication and collaborative relationships among stakeholders.
- Support coordination between general education, special education, and related services within the MnMTSS framework.

Compliance and Program Coordination

- Ensure MTSS practices align with Minnesota Department of Education guidance and district policies.
- Support compliance with federal and state educational requirements related to intervention and support systems.
- Assist with district improvement planning and related initiatives connected to student achievement and support services.

<p>Education and Experience:</p> <ul style="list-style-type: none"> ● Five (5) years or more classroom experience ● Valid Minnesota teaching or administrative license required. ● Master’s degree in Education - preferred. ● Background in Educational Leadership, Special Education, Curriculum and Instruction, School Psychology, or related field preferred. ● Experience with MTSS implementation, instructional leadership, intervention systems, or related educational practices preferred. ● Experience analyzing student data and supporting school improvement initiatives preferred. 	<p>Skill Requirements:</p> <ul style="list-style-type: none"> ● Knowledge of MnMTSS frameworks, evidence-based instructional practices, and intervention systems. ● Understanding of assessment practices, progress monitoring, and data analysis. ● Knowledge of literacy, behavior, and social-emotional support systems. ● Strong leadership, organizational, communication, and collaboration skills. ● Ability to provide professional development and coaching to educators and staff. ● Ability to build positive working relationships with students, staff, families, and community members. ● Ability to manage multiple priorities and meet deadlines. ● Proficiency with educational technology and student data systems.
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Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

<p>Hazardous Working Conditions and/or Exposure</p>	<p>See Physical Demands & Working Environment Chart</p>
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Approval: This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.