



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TIERED SUPPORT COACH 2025-2026

JOB DESCRIPTION REVISION DATE: June 17, 2025

DEPARTMENT / SCHOOL: Assessment & Accountability and Student Success Department

REPORTS TO: Building Principal

SUPERVISES: None

POSITION GOAL:

Focus on improving student growth and achievement in alignment with the District Strategic Plan and School Improvement Plan.

ESSENTIAL FUNCTIONS:

1. Attend monthly Tiered Support Coach meetings.
2. Provide support to building level planning, implementation and monitoring of interventions.
3. Support school improvement efforts by entering data into the MTSS Meeting Template and presenting analyzed data as determined by the SIP Committee.
4. Support school staff in accessing data and data platforms like Panorama Student Success, Infinite Campus intervention plans and My Data Zone MTSS dashboards (i.e. login/credentials).
5. Provide technical guidance to MTSS teams, teachers, and other building teams in retrieving and progress monitoring academic, behavioral, and attendance data from district platforms (i.e. My Data Zone, Tableau, Panorama).
6. Coordinate with the building testing coordinator regarding the implementation and data utilization for progress monitoring assessments, serving as a liaison to the Student Success Department.
7. Analyze, interpret, and share disaggregated building-level academic, attendance, and behavioral data with MTSS Tier teams and other building teams.
8. Help build capacity in building leaders and teams to analyze and interpret data.
9. Attend all Tier 1 (all levels), Tier 2 (middle and high), and 2/3 (elementary) meetings.
10. Provide support to building based MTSS Tier 1, Tier 2, and Tier 3 team meetings. Examples of support include, but are not limited to, attending training and communicating expectations for MTSS.
11. Provide effective communication with administrators, principals, teachers and parents, both orally and in writing.
12. Use best practices in data privacy and confidentiality of student records.

KNOWLEDGE AND CRITICAL SKILLS:

1. Ability to provide professional development and coach teachers and other building staff.
2. Ability to create data presentations and share with building staff: including but not limited to SIP and grade level teams.
3. Time available throughout the year to coach and support teachers in instructional/operational applications and hardware.
4. Ability to simplify and present ideas to an audience of varying skill levels.
5. Good communication skills.
6. Familiarity with all local and state assessments.

7. Willingness to act as a teacher leader, using data to develop and implement interventions at the classroom and building level.
8. Willingness to work collaboratively with principal, colleagues, building staff and district staff.
9. High interest in learning to understand student proportionality data analysis, and its use in identifying areas of inequities (like opportunity, access or support) that need to be addressed.
10. Motivated to learn to disaggregate, interpret, and analyze assessment data.
11. Considerable knowledge of Board policies and district/county/state procedures and standards regarding K-12 education.

EXPERIENCE AND EDUCATION:

1. Certified Teacher with 3 years of teaching experience in environments with verifiably strong evidence of opportunity, access, and support success with students of cultural and linguistic diverse backgrounds.
2. Work experience within U-46
3. Previous experience teaching, coaching, and providing professional development for adult educators
4. Strong knowledge of analytical software, including spreadsheets.
5. Strong computer skills and interest in new technologies.
6. Familiarity with all local and state assessments.
7. Good communication skills.
8. Willingness to act as a teacher leader, using data to develop and implement interventions at the classroom and building level.

Comments: Interested applicants should submit a resume by email to their building principal as this is an annual appointment.

ENVIRONMENTAL CONDITIONS:

1. District-sponsored professional development sessions will occur at Education Service Center or Welcome Center.
2. Coach-led professional development sessions and coaching will occur at each coach's respective school.

PHYSICAL DEMANDS:

1. Must be able to meet the demands of additional teaching and coaching
2. Must be able to work in front of a computer monitor for multiple hours at a time

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

1 year stipend

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____