

Multi-Tiered System(s) of Support (MTSS) Coordinator

TITLE:	Multi-Tiered System(s) of Support (MTSS) Coordinator
REPORTS TO:	Director of Innovation and School Improvement
SUPERVISES:	N/A
JOB FUNCTION:	Support schools in the implementation of MTSS procedures.

PERFORMANCE RESPONSIBILITIES:

- Provides 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.
- Works collaboratively with Instructional Directors and the Curriculum and Instruction Department.
- Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems.
- Monitors process to ensure compliance and adherence to district procedures, state guidelines, and federal regulations.
- Coordinates MTSS staff development activities for school-based and district personnel.
- Attends all professional development and district-level MTSS meetings.
- Encourages and models skillful use of data to inform decision making.
- Communicates monthly with the District Leadership Team.
- 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.
- Serves, as requested on district committees.
- Develops and maintains a positive rapport with families and staff.

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- Maintains professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students and in accordance with district guidelines.
- Maintains regular attendance.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- A Multi-Tiered System of Support model and implementation of a MTSS model in school settings.
- Academic and behavior interventions to support high quality instruction for all students and to meet student's individual needs.
- Measurement tools for various levels of assessment; including adaptive and curriculum-based measurement.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations.

MINIMUM QUALIFICATIONS

1. Master Degree in Education, School Psychology, or related field
2. 5 years teaching experience or related experience in the field of education
3. Advanced training in MTSS or equivalent experience
4. Experience implementing MTSS

DESIRABLE QUALIFICATIONS

1. Knowledge of tests/measures
2. Skilled in organization
3. Skilled communicator

Original Date: _____

Revision Date: _____

Revision Date: _____

Revision Date: _____