

LYON COUNTY SCHOOL DISTRICT

Multi-Tiered Systems of Support - Instructional and Behavior Coordinator (Teacher on Special Assignment-TOSA)

Job Group: General Education Services – Licensed

Classification: Certified

Terms of Employment: 9 months (Plus 15 Days) or (200 Days)

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: The Multi-Tier System of Support (MTSS) Instructional and Behavior Coordinator will lead district and school teams through the process of establishing, training, evaluating and monitoring the implementation of school-wide MTSS around instruction positive behavior support systems and instructional intervention systems. Works under the direct supervision and is evaluated by the PD/Data Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Facilitate behavior and instructional intervention programs including providing agendas, completing and monitoring District Leadership Team Self-Assessment and action plans
2. Facilitate monthly or quarterly district meetings to coordinate efforts with schools, district, and state relative to behavior and instructional intervention teams
3. Facilitate establishment and implementation for systems of entrance and exit into tier two (2) and three (3), data collection systems within each school around progress monitoring of students receiving tier two (2) and three (3) interventions as well as collect data from each school to then help schools analyze progress data and make data-driven decisions about the effectiveness of the interventions.
4. Collaborate with district, school, and state teams regarding the behavior and intervention assessments and data collection system
5. Aggregate district wide data from various sources that include: MAP and iReady assessment data for grades K-6 and GRAD score, attendance , behavioral, curriculum and stability for grades 7-12 to help identify trends and patterns to use to make data-informed decisions about interventions, instructional strategies, and supports for students with college and career readiness interventionists, MTSS school teams, District Leadership Team, and stakeholders
6. Provide technical assistance to district and building teams regarding readiness of implementation, Tier 1/Universal implementation (data-based decision making, meeting schedules, communication with staff, teaching and acknowledgement systems, new team orientation, school board presentations, and action plan) as well as consultation on instructional intervention supports
7. Assess training needs, arrange training experiences, train, and develop internal training capacity at the District and site level
8. Organize and deliver professional development for college and career readiness interventionists on topics related to MTSS implementation, intervention strategies, and data analysis monthly.
9. Actively participate in all appropriate trainings provided by the State and District as it pertains to behavior and instructional intervention programs
10. Assist in development, coordinate, and monitor any grants that are applicable to this position
11. Other duties that are assigned that are within the scope of an MTSS instructional and behavioral coordinator

POSITION EXPECTATIONS:

1. Ability to acquire research and review effective instructional strategies in all content areas

2. Ability to train and supervise personnel and follow up to ensure effective implementation
3. Train administrators on how to best support the data analysis and any grant initiatives applicable
4. Ability to work cooperatively with professional administrative, certified, and classified staff
5. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district
6. Independent work ethic for self-management of schedule
7. Excellent communication and collaboration skills
8. Excellent organizational and writing skills
9. Ability to multitask, schedule, and facilitate both short and long term projects
10. Ability to maintain a positive and flexible attitude toward daily responsibilities, colleagues, and schedule
11. Experience in providing professional development to teachers with a strong knowledge and understanding of adult learning
12. Ability to appropriately handle stress and interact with others, including your supervisors, coworkers, students, and parents
13. Regular and consistent punctuality and attendance are essential functions of the job

POSITION REQUIREMENTS:

Education and Training:

1. Five or more years of experience in classroom teaching
2. Master's degree is preferred, but not required for this position
3. MTSS training is preferred

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education
2. Valid Nevada Driver's License with a driving record in good standing. Travel is required

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to assist students access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, augmentative communication devices, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as needed and in accordance with state regulations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels

ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting		X		
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				

Eyes				
Visually Demanding Work				
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____