



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** SCHOOL SITE MTSS COORDINATOR  
(Teacher on Special Assignment – TOSA)

**REPORTS TO:** Principal or Designee      **SITE:** All School Sites

**CLASSIFICATION:** Certificated      **WORK YEAR:** School Days Only

**SALARY:** 0.2 FTE

**APPROVED BY THE BOARD OF TRUSTEES:** April 21, 2022

**EFFECTIVE DATE:** July 1, 2022

---

#### **JOB CHARACTERISTICS:**

The successful candidate should be passionate about making the SMUHSD equity vision and mission a reality by helping to support a site based multi-tiered system of support. They should have working knowledge of instructional methods and interventions that support the success of all learners and be comfortable providing/facilitating large and small group training at the school site level.

#### **ESSENTIAL FUNCTIONS:**

- Support and guide development and implementation of a Multi-Tiered System of Support (MTSS) at the school site in collaboration with school leadership, Professional Learning and Instructional Technology Coordinators.
- Meet regularly with School Leadership team to coordinate and assist in the facilitation of professional learning related to school-wide Tier I Common Assurances and the implementation of universal social and emotional and anti-racist teaching practices at the site level.
- Co-facilitate school site Tier 1 Team meetings.
- Liaison to school site Tier 2 and Tier 3 teams in terms of understanding the needs that need to be addressed at Tier 1.
- Facilitate school-wide cycles of inquiry (using implementation/survey data and student outcomes) on the impact of Tier I strategies so as to continuously improve and/or refine Tier I Common Assurances in collaboration with school leadership teams.
- Attend monthly meetings and professional learning (both during the school day and after the contracted school day) to develop an understanding of MTSS.
- Work with site leadership on aligning site Tier I strategies with those being implemented District-wide.
- Facilitate leading groups through effective data informed decision-making.
- Adapt District MTSS framework at site level in coordination with school leadership team.
- Develop a system of support and interventions based on student needs collaboratively.
- Guide the site in the development and implementation of the MTSS framework.

- Develop and implement progress monitoring process and data collection procedures collaboratively.
- Assist and provide input in the development, identification, and the fidelity of interventions.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

**Knowledge, Skills, and Abilities:**

- Excellent listener with strong communication skills both verbal and written
- Effective collaborator who is able to work with other TOSA's to support a coherent Professional Learning plan for school staff
- Ability to use data and instructional technology for decision-making regarding student needs and continuous improvement

**QUALIFICATIONS:**

Education/Training Experience

- Minimum of three years high school teaching experience in the District, with a total five years of teaching experience.
- Commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- Experience as teacher leader previously.
- Experience with and a commitment to equity, diversity and inclusion.
- Experience working with individuals from a variety of socio-economic, ethnic and cultural backgrounds.

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.