

SCHOOL DISTRICT OF DESOTO COUNTY

MTSS COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Master's degree preferred.
- (3) Three (3) years successful teaching experience.
- (4) Experience in presenting educational training programs
- (5) Valid Florida teacher certification in appropriate area.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of Multi-Tiered Systems of Support process. Knowledge of current trends, research and best practices related to instruction. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Director/Associate Director of Student Services

JOB GOAL

To implement and coordinate the MTSS process for targeted students and families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Planning/Preparation

- *(1) Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- *(2) Identify specific intended outcomes for students and their families.
- *(3) Plan and prepare a variety of interventions for students.
- *(4) Develop or select instructional activities which foster active involvement in the learning process.

MTSS COACH (CONTINUED)

- * (5) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- * (6) Assist in assessing changing curricular needs and plans for improvement.

Administrative/Management

- * (7) Use time effectively.
- * (8) Manage materials effectively.
- * (9) Adhere to/enforced school rules, administrative regulations and Board policies.
- * (10) Establish and maintain effective and efficient record keeping procedures.
- * (11) Use technology resources effectively.
- * (12) Maintain a positive, organized and safe learning environment.

Assessment/Evaluation

- * (13) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- * (14) Analyze and identify instructional problems.
- * (15) Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation .
- * (16) Compile pre-program, mid-program and post program data for project evaluation.
- * (17) Assist teachers in selecting, administering, and evaluating results of screening, diagnostic, and progress assessments.
- * (18) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues.

Intervention/Direct Services

- * (19) Demonstrate knowledge and understanding of service area.
- * (20) Communicate high learning expectations for all.
- * (21) Assist teachers in the provision of appropriate intensive intervention instruction for students participating in the MTSS process.
- * (22) Assist with the selection of appropriate resources related to identified needs at the school site.
- * (23) Demonstrate knowledge and understanding of the MTSS process.

Technology

- * (24) Use technology to establish an atmosphere of active learning.
- * (25) Provide students with opportunities to use technology to gather and share information with others.
- * (26) Use technology to review student assessment data.
- * (27) Use technology for administrative tasks.

Collaboration

- * (28) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (29) Consult with parents, teachers and other school personnel to determine cause(s) of problems and to offer suggestions to facilitate effective solutions.
- * (30) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- * (31) Work effectively with parents.
- * (32) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- * (33) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- * (34) Collaborate with peers and other professionals to enhance student learning.

MTSS COACH (CONTINUED)

Staff Development

- *(35) Develop and implement an annual Professional Development Plan in accordance with district and state requirements.
- *(36) Provide information to and/or inservice for teachers, administrators, and other school staff.
- *(37) Engage in a continuing improvement of professional skills and knowledge.
- *(38) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.

Professional Responsibilities

- *(39) Act in a professional and ethical manner and adhere at all times to the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida.
- *(40) Demonstrate attention to punctuality and regular attendance.
- *(41) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(42) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
- *(43) Maintain confidentiality of student and other professional information.
- *(44) Exercise appropriate professional judgment.
- *(45) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

COMPENSATION:

Compensation for this position is Pay Lane ES

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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