

CLASSIFIED JOB DESCRIPTION

Feaster Charter School- Instructional Assistant-MTSS

Job Summary:

Under immediate supervision, performs duties providing assistance in the implementation of the California Multi-Tiered Systems of Support (CA-MTSS) and specifically supporting the Student Study Team (SST) model.

Essential Job Functions:

- Assists the SST System:
 - Manage the SST Team calendar by scheduling meetings, ensuring availability of all necessary participants, and coordinating meeting logistics. Confirming attendance of guardians/SST team members the day before the meeting.
 - Initiate and receive phone calls to and from parents or guardians to gather or provide information related to SST meetings or other relevant matters.
 - Communicating with teachers and support staff to support proper completion of the SST process.
 - Maintain and organize SST digital documentation using designated school platforms or systems.
 - Support with baseline data collection at times.
 - Review and verify that student goals established during SST meetings are accurate, measurable, and aligned with their individual needs
 - Monitor and analyze resiliency notes and data to identify students who may benefit from additional support or interventions.
- Assist in the Implementation of California Multi-Tiered Systems of Support (CA-MTSS)
 - Assist in collecting and organizing data such as student assessment results, attendance records, and behavior observations.
 - Support the implementation of tiered instruction by working closely with teachers to provide individual or small-group instruction, guided practice, or re-teaching for students who require additional support.
 - Collaborate to analyze student data and identify patterns or trends that may require further intervention.
 - Participate in professional development opportunities related to MTSS and evidence-based instructional practices to enhance knowledge and skills.

Essential Job Requirements – Qualifications

- Minimum of High school diploma or equivalent
- Bilingual English/Spanish required.

- Excellent organizational skills with the ability to manage multiple tasks and meet deadlines.
- Strong interpersonal and communication skills, both verbal and written.
- Proficient in using computer software and applications, such as word processing, spreadsheets, and database management.
- Familiarity with data analysis.
- Ability to maintain confidentiality and handle sensitive information with professionalism and discretion.
- Demonstrated commitment to supporting the academic, social, and emotional growth of all students.

Classified Salary Schedule: Range 17

BOARD APPROVED: 07/26/23