Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **MTSS Technician**
Department: School Site
Reports to: Site Administration

SUMMARY:
Under the direction of Site Administration, the MTSS Technician assists with the implementation of all aspects of the site MTSS program to support efficient and effective implementation of student interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Assist with the delivery of categorically funded intervention programs to the appropriate students
- Maintain records of student progress via multiple platforms
- Work collaboratively with classroom teachers to analyze achievement data
- Conduct appropriate intervention assessments
- Coordinate student academic, attendance and behavior data with site and district administration, mental health specialist, and PBIS teams to determine appropriate Tier 2 and Tier 3 supports
- Work with appropriate staff (including school counselors and site wellness staff) to make recommendations about small group and classroom Tier 1 interventions, and help coordinate such interventions
- Meet with at-risk students to develop goals and plans for student success
- Assist in organizing and supporting focused and targeted intervention opportunities during intervention time
- Act as a liaison with parents and other stakeholders in regards to student classroom performance and goals
- Coordinate with staff to make recommendations on appropriate professional development based on date that is informed by classroom needs
- Attend and actively participate in MTSS meetings
- Support structured intervention period implementation (IE, school-specific advisory/intervention periods)

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE:
- Previous work within an educational setting highly desirable
- Two or more years of experience in student intervention preferred
- Data analysis in supporting school-wide decision making preferred

EDUCATION
- High school-level education or equivalent required, four year college degree strongly preferred

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak clear and concisely in written or oral communication.

MATHEMATICAL SKILLS:
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Algebraic ability required; experience with geometry and advanced algebra desirable.

RELATIONAL ABILITY:
Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include peripheral vision.

Must be able to lift up to 50 pounds and physically restrain and control a student up to 150 pounds with assistance.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work out-put of students.

Board Approved, 6/17/25