JOB DESCRIPTION

Coordinator of Multi-Tiered Systems of Support

DEFINITION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Coordinator of Multi-Tiered Systems of Support (MTSS) will develop, implement, and monitor processes for compliance, quality, and fiscal accountability. Maintain necessary liaison with County Office, California Department of Education, and California MTSS organizations. (Days-225) (Salary-Placement on the Unrepresented Management Salary Schedule at ratio 1.3433)

ESSENTIAL DUTIES:

- Coordinate the implementation of the district's Multi-Tiered Systems of Support.
- Represent the district at local, regional, and state MTSS meetings.
- Coordinate, implement, and maintain a professional support program that enables each participant to acquire the skills, abilities, and knowledge outlined in the California Standards for the Teaching Profession (CSTP), and Multi-Tiered Systems of Support (MTSS).
- Provide oversight for district MTSS intervention programs to ensure program decisions and actions are made in the best interest of students.
- Foster on-going communication and collaboration with all program stakeholders
- Allocate resources in a manner consistent with program rationale, design, and goals.
- Monitor program effectiveness, coordinate program evaluation reporting results, and coordinate program evaluation and revision.
- Establish, maintain, and monitor district budgets.
- Prepare staff meeting agendas, presentations, and staff development sessions.
- Coordinate and provide research-based professional development.
- Coordinate and implement program data records and reports for program development, implementation, and assessment.
- Chair MTSS intervention and assigned district meetings.
- Provide leadership and support to Farmersville Unified School District school site MTSS programs.
- Assist with state and federal reports tasks assigned by the Assistant Superintendent.
- Coordinate Homeless and Foster Care Children.
- Conduct expulsion hearings, safety assessments of individual students to help determine if students are safe to return to school.
- Serve as chairman for District School Attendance Review Board (SARB).
- Assist in the coordination of wrap around service to students and families (Family Resource Center or related agencies)

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
Any combination equivalent to:

- Bachelor's degree from an accredited institution.
- Advanced training in MTSS or equivalent experience.
- Experience implementing MTSS.

Desirable Qualifications:

- Three years' experience in a public-school teaching or counseling and two-year experience in school leadership or supervisory role.

Licenses, Certifications, and other Requirements:

- Valid California Driver's License.
- Employment eligibility that includes fingerprints, tuberculosis and/or other employment clearance.

Knowledge of:

- Experience working with beginning and veteran teachers.
- Knowledge of the California Standards for the Teaching Profession.
- Roles and Responsibilities of K-12 School Organizations.
- Knowledge of the principles and procedures associated with curriculum implementation and staff development.
- Experience in presenting staff development trainings
- Policies, objectives, applicable laws, codes, regulations, and terminology of assigned programs.
- Budget preparation and control.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional programs at all levels.
- Effective computer skills.

Ability to:
Should possess personal qualifications recognized as essential for public employees including integrity, initiative, dependability, courtesy, good judgment, confidentiality, the ability to work cooperatively with others, and skilled at building positive relationships between diverse groups.

- Communicate options and limitations of funding in program development.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

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.

- Maintain a positive office environment.
- Ability to drive a vehicle to conduct work.
- Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: July 25, 2023

FLSA Status: Exempt