ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **MTSS Coordinator**	**Department / Building:** Teaching & Learning / District Office
Reports To: Director of Teaching & Learning	**FLSA Status:** Exempt
Grade / Subgrade: Coordinator	**Bargaining / Work Unit:** Non-Affiliated
Duty Year: 260 days	**Position Last Updated:** 07-01-2026

SECTION II: JOB SUMMARY

Responsible for providing leadership and organization for the implementation, planning, coordination, and evaluation of the district-wide Multi-Tiered System of Supports (MTSS) framework. Provides leadership and organization for professional development and coaching to support certified staff in the delivery of evidence-based academic and behavioral interventions. Assists with facilitating the district-wide alignment of data-informed decision-making processes and universal screening protocols to promote organizational student outcomes.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Strategic Leadership and Systems Planning
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Create a 3–5-year implementation plan and maintain strong communication with all Collaborative Link Teams regarding plan implementation.
- Facilitate the development of the district MTSS handbook and the systemic implementation of MTSS across the district.

- Facilitate MTSS District Leadership Team meetings to ensure alignment with district goals.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Fidelity, Data, and Continuous Improvement
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Monitor the fidelity of MTSS district-wide using standardized assessment tools.
- Monitor and coach the review of data and data-based decision-making processes by all teams.
- Coach principals and school leadership teams for continuous progress on district and school action plans based on self-assessment (SEMI) tools and other system data.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Capacity Building and Professional Development
Percent of Time	20%	

Tasks involved in fulfilling above duty/responsibility:

- Collaborate with district and school leaders to ensure all staff are provided professional development and coaching specific to their roles and responsibilities in implementing MnMTSS.
- Support new district and school team members in understanding the MnMTSS framework and how it is operationalized in the district.
- Plan, coordinate, and facilitate Elementary High Potential and Title I Programming as related to MTSS responsive instruction.

Duty/Responsibility #	4	**Statement of duty/responsibility:** Collaboration and Problem Solving
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Collaborate with district leadership and building principals to problem-solve implementation challenges and resource allocation.
- Attend all district and school leadership team meetings to provide MTSS-specific expertise.

Duty/Responsibility #	5	**Statement of duty/responsibility:** External Coordination and State Compliance
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Attend MnMTSS training and remain current on state-level framework updates.
- Schedule and attend monthly meetings with the Regional MnMTSS Lead.

Duty/Responsibility #	6	**Statement of duty/responsibility:** Special Projects
Percent of Time	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attend all District Advisory Committee meetings.
- Assist with New Teacher Workshop as directed.
- Attend meetings, workshops, and training sessions as directed.
- Perform other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current Minnesota and federal educational requirements.
- Adept with MnMTSS curriculum and programming evaluation.
- Proficiency in training and leading adult learners.
- Basic knowledge of reading, writing, and math concepts sufficient to assist students and staff.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the literacy program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s), and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Master's degree in education and MN teaching license required.
- Administrator license is strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Five years of successful teaching experience is required.
- Prior administrative experience in an educational setting is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)					
Physical		**Lifting/Carrying**		**Exposure to Environmentals**	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	O	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office	F	Varying weather conditions	N

		with printers, light traffic)			
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.