

Multi-Tiered System of Support (MTSS) Coordinator

Purpose Statement

The job of Multi-Tiered System of Support (MTSS) Coordinator is done for the purpose/s of supporting the effective implementation of the district's multi-tiered system of support model and vision for students with academic and behavioral challenges. The MTSS coordinator will assist in all MTSS procedures across the district including communication with building site teams, working with the curriculum department in developing training for district staff, providing resources in the area of MTSS, guiding school-based processes, and monitoring data in order to increase student achievement.

This job reports to District Superintendent

Essential Functions

- Assists with facilitating problem-solving processes at schools sites (e.g. developing agendas, monitoring establish procedures, program modifications, identification of resources, etc.) for the purpose of ensuring quality programming for students with academic and behavioral needs in accordance with district, state, and federal guidelines.
- Collaborates and meets monthly with building administrators for the purpose of monitoring procedures and strategies, collecting and analyzing data, and measuring growth of students who do not respond to additional instruction at the universal level to determine Tier 2 or Tier 3 intervention needs.
- Collaborates with district curriculum department for the purpose of facilitating MTSS professional development opportunities and training for district staff.
- Develops a visual model and the vision of the MTSS process with the assistance of the superintendent and administrators for each building (e.g. reading, math, written language, behavior, etc.) for the purpose of determining interventions, roles and responsibilities of staff, data and evaluation procedures to be utilized at each level.
- Facilitates communication to district superintendent and building principals on a quarterly basis, or as needed, for the purpose of providing current data and information to sustain an effective and efficient MTSS program within the district.
- Investigates and evaluates research-based interventions for the purpose of recommending programs and/or materials to be utilized in the areas of reading, writing, math, and behavior.
- Monitors identification of students who may require Tier 2 or Tier 3 interventions at school sites for the purpose of assisting interventionists in data interpretations and grouping strategies to meet student needs.
- Provides progress monitoring (e.g. student needs, interventions, resources, etc.) for the purpose of measuring student growth in Tier 2 and Tier 3, and the effectiveness of the interventions.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work duties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in

order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; current research-based methods; strategies, materials and activities in content areas; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, 34% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Bachelors degree in job-related area with an emphasis in Wyoming teacher certification and elementary or secondary certification acceptable.

Education (Preferred):

Equivalency: Prefer previous experience with MTSS.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Current Wyoming Teacher certification

Continuing Educ. / Training

Professional Development

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

4/12/2022

Salary Grade

Revised Date