Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Coordinator MCAT**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P schedule, Grade P**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**33581**

SUMMARY: Responsible for providing support in the coordination and implementation of the Integrated Services (IS) multicultural consultation and assessment process for multilingual learners with the Multicultural Consultation and Assessment Team (MCAT), at the direction of the site principal or IS Assistant Director. Provide consultation and collaboration, assessment administration and interpretation, and training to staff regarding multicultural consultation and assessment practices in the district. Responsible for direct supervision and evaluation of all Multicultural Consultation and Assessment Team (MCAT).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

1. Conduct evaluations for Integrated Services MCAT staff
2. Support staff in assessing multilingual (MLs) as part of the special education evaluation process/procedures:
    a. Provide tools and resources for assessment, interpretation and other evaluation methods for multi-lingual (ML) learners.
    b. Provide consultation and collaboration with building levels teams in data collection and interpretation of a body of evidence for ML learners, using emails, phone calls, teams meetings, and/or in person meetings to collaborate and problem solve.
    c. Support the development of a robust and comprehensive body of evidence for ML special education referrals and evaluations.
3. Develop and maintain MCAT specific files pertaining to student evaluations (including referrals, evaluation, support plans, etc.)
4. Develop, plan, prepare, and facilitate professional development opportunities and staff trainings for IS staff (new staff, 1:1, school teams, small group, large group, etc.) regarding the ML evaluation process, including:
    a. Assessment selection
    b. Interpretation of English assessment results
    c. Representation of results in evaluation reports
    d. Eligibility determinations
    e. IEP development
    f. Guidance on a robust body of evidence for ML evaluations

5. Assist in direction of MCAT team members, including but not limited to evaluation assignments, facilitation of team meetings, monitoring team progress in meeting evaluation timelines.
6. Create, update and maintain MCAT specific guides and forms.
7. Oversee team budget and purchases in collaboration with other district personnel and MCAT members.
8. Oversee and monitor MCAT-specific assessments and materials, including but not limited to protocols and book resources for individual checkouts.
9. Demonstrate a commitment to:
    a. Understand, appreciate, advocate for, and make accommodations for student diversity.
    b. Include and engage families in the student's education.
    c. Support all Poudre School District policies, procedures, and expectations.
    d. Provide personal and professional excellence.
10. Participate in:
    a. Department, team, building, IEP/staffing, and district meetings and discussions.
    b. Professional growth opportunities.
11. Administer MCAT evaluations, evaluation report write-up including editing within IDEA and ECEA established timelines.
12. Maintain MCAT resources and website.
13. Collaborate:
    a. With teachers, support personnel administrators, and other special education providers to enhance instructions, evaluation and improve student outcomes.
    b. With outside agencies to promote student success.
    c. With colleagues in team and building-based meetings and discussions.
    d. Cross-department collaboration to support ML student access and achievement.
14. Attend work and arrive in a timely manner.
15. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Special Education required, Master's degree preferred
- More than five years of experience in special education or related field preferred
- More than three years of experience with culturally and linguistically diverse populations preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado educator license with appropriate endorsements required
- Valid Colorado Administrator or Principal License required
- Crisis Prevention Institute (CPI) required within 3 months of hire
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Bilingual English/Spanish oral and written communication skills preferred
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to be a part of and work with a team
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Enrich, Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, Teams, and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs
- Operating knowledge of and experience with typical office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director of Integrated Services	
Direct reports:	Teacher on Special Assignment	Approx 2
	School Psychologist	Approx 2

Will collaborate with the team member's evaluator(s) to direct the work of the team.

- Responsible for: assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; and assisting with addressing complaints and resolving problems.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl				
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	