

BURLINGTON COMMUNITY SCHOOL DISTRICT POSITION DESCRIPTION AND SPECIFICATIONS

Job Title: MTSS/Intervention Facilitator
Reports to: Director of Curriculum
FLSA Status: Exempt
Days: 15 Additional to 187 as Teacher, \$10,000 stipend

QUALIFICATIONS

Requires the following (or equivalent qualifications):

- Three years of experience in a relevant position.
- Current BOEE License
- Demonstrated understanding of Multi-Tiered Systems of Support with experience implementing MTSS frameworks.
- Excellent human relations skills including communication, building trusting relationships, and customer service
- Strong verbal and written communication skills, including ability to present to large and small audiences
- Demonstrated leadership skill and a desire to lead.
- Knowledge of effective coaching and professional development techniques. Previous instructional coaching experience preferred, but not required.

POSITION PURPOSE: This is a temporary leadership assignment. The primary job role is to assist with the development and implementation of effective MTSS processes, supporting effective intervention practices, and providing support for school improvement initiatives in assigned buildings and district-wide. This position is funded, in part, by ESSA School Improvement and other categorical funds. It may be renewed for additional years based on identified district needs, job performance, and availability of funds.

DUTIES AND RESPONSIBILITIES: Act as an Instructional leader, working with teachers and administrators to improve student achievement by supporting the implementation of an effective MTSS framework and other school improvement initiatives. Provides direct services to principals, teachers and teams at identified buildings to support school improvement initiatives. The person in this role is responsible for developing processes and protocols that can be used by building level MTSS teams and interventionists to effectively use data to identify student learning needs and target appropriate interventions. The Facilitator will have or develop a strong understanding of the Iowa Intervention System Guide and other best practices in MTSS and intervention. They will provide coaching and support to teams and individuals for the implementation of these practices. The Facilitator designs and delivers professional learning to staff in a variety of formats. The Facilitator works collaboratively with the TLC Coordinator and Instructional Coaches to ensure coordination of services, the sustainability of school improvement initiatives, and the organization of professional development. This person will perform other educational and leadership duties as assigned by the Director or designee.

In order to monitor the effectiveness of this position, the Facilitator will complete Coaching logs and documentation similar to that completed by TLC Instructional Coaches and collaborate as a member of the TLC Team.

PHYSICAL, MENTAL, AND VISUAL EFFORT: Continuous sitting, speaking, hearing and visual effort. Frequent reaching, stooping, kneeling, fine manipulation and repetitive hand motions. Occasional lifting and carrying up to 50 lbs. Close mental and visual attention. Work involves some irregularities and difficulties, repetitive and varied tasks. Continuous general concentration. The Facilitator must have reliable transportation and be able to travel between school sites throughout the day.

WORKING CONDITIONS Work is primarily performed in a normal classroom/office setting. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work involves regular hours and days as set forth by the Board approved calendar. Some travel may be required. Exposed to hazards of the road when traveling.

DISCLAIMER CLAUSE

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet district objectives. This Position Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

Employee Signature Date

Supervisor Signature Date

It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinators.

For Educational Programs: Cory Johnson, Director of Curriculum, cory.johnson@bcsds.org
For Employment: Laci Johnson, Director of Human Resources, laci.johnson@bcsds.org
Burlington Community School District, 1429 West Avenue, Burlington Iowa, (319) 753-6791