

Riverside School District 96

Job Description

Position: **Student Support Coordinator**

Qualifications:

- Must hold a Valid Illinois State Professional Educator License
- Required endorsement: General Administrative or Principal
- Masters degree
- Four years of experience coordinating program, teaching, or any equivalent combination of related experience, training or education.
- Strong knowledge of MTSS behavioral and academic program design and implementation, including relevant standards
- Completed Teacher Evaluation Training modules, preferred

Reports to: Building Principal, Assistant Principal, and Superintendent

Evaluated by: Building Principal

Job Goal: To coordinate a sustainable comprehensive system of academic and behavior supports that enable all students to have an equal opportunity for success at school by addressing barriers to learning, enhancing engagement and student advocacy, and reengaging disconnected students. Such a continuum encompasses resources, strategies and practices that provide academic, social and emotional, supports for students.

Performance Responsibilities:

- MTSS Coordinator
 - Analyze data and set agenda for MTSS Data Meetings
 - Meet with teachers to collaborate on interventions
 - Participate and facilitate Problem Solving meetings
 - Ensure placement decisions are made and interventions are implemented with fidelity
- 504 Coordinator
 - Schedule and serve as the LEA representative for all Section 504 meetings
 - Attend weekly student concern meetings at all grade levels to ensure the fidelity of accommodations
 - Problem solve individual student issues with grade level teams
 - Collect and monitor relevant data for Section 504 annual review meetings
- Testing
 - Coordinate all testing for IAR, MAP-Fall, Winter, Spring, PreACT, etc.
 - Schedule, administer, and provide necessary professional development to staff for the District- and State-mandated tests
 - Fall, Winter, and Spring MAP
 - IAR/ISA - Set up all testing sessions for students/teachers
 - Create modified schedules for testing dates
 - Schedule accommodations for students with IEPs, 504s, ELs, and MTSS.
 - Schedule all non-testing staff to optimally support students
 - Organize and disseminate to teachers any necessary testing information and supplies

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- General duties
 - Post in our social media accounts and ensure school announcements are in Power School
 - Serve as LEA representative in IEP meetings as necessary or requested by building administrator
 - Serve on Building Leadership Team
 - Assist building administrators with monitoring student behavior and discipline
 - Assist with tenured staff evaluation components as needed
- Other duties as assigned

Original: 5/12/2014

Revised: 3/17/2015

2/23/2022

4/2/2025