

MTSS COORDINATOR

TITLE: Building MTSS Coordinator (Multi-tiered System of Support Coordinator)

DEFINITION: Implement MTSS program at the Building Level

Reports to Building Principal or Principal's Designee

POLICY

RESPONSIBILITY: Develop, facilitate, and implement the MTSS process in order to support and promote student achievement

QUALIFICATIONS:

- Minimum 5 year teaching experience preferred
- Training and/or experience in the RtI/MTSS Model
- Skill in collecting, interpreting, and communicating data to a variety of audiences
- Ability to work as a member of a team
- Ability to use word processing and spreadsheet software
- Possess excellent organizational skills
- Ability to work effectively with administrators, teachers, and students
- Demonstrate knowledge in support and intervention strategies

KEY FUNCTIONS :

A. Development of District RtI Model

A/R: Develop and refine MTSS program

Representative Activities

1. Participate in the development and facilitation of district MTSS Plan.
2. Implement short and long range plans based on district and state curriculum requirements, student profiles and instructional priorities.
3. Identify, select, and modify evidence-based research materials to meet the needs of the students with varying backgrounds, learning styles, and special needs at all tiers.
4. Communicate MTSS program and procedures to staff.
5. Assist staff in acquiring and developing MTSS resources and materials

B. Assessment/Program Evaluation

A/R: Assess student and program model success

MTSS COORDINATOR

Representative Activities

1. Monitor the implementation of RtI process.
2. Collect and analyze data to gauge effectiveness of interventions.
3. Communicate data to staff, parents, and students.
4. Insure that RtI is consistent with the District's and School's Improvement Plans.
5. Facilitate the sustainability and expansion of RtI within the district and community.
6. Use data to help identify students who need additional support.

C. Professional Development

A/R: Provide training and support for staff

1. Participate in regularly scheduled meetings of the District RtI Leadership team.
2. Facilitate professional development of staff members.
3. Support attendance of staff at trainings, workshops, and conferences.
4. Model research based instructional practices and interventions for staff.
5. Use data to assist teachers planning whole and small group instruction.
6. Help teachers develop and implement classroom-based, developmentally appropriate interventions.
7. Facilitate the problem solving approach in decision making