

Academic and Behavior Intervention Coordinator (TOSA)

Dept/Div: Teaching and Learning/N/A

FLSA Status: Exempt

General Definition of Work

Performs challenging, professional tasks working with student issues, overseeing building before and after school, monitors hallways for student traffic, supports student attendance, and related work as apparent or assigned. Work is performed under the general direction of the High School Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Investigates school/student related disciplinary incidents.
- Support the creation of a positive school climate.
- Conducts verbal and written communications to all stakeholders.
- Facilitates student activities and staff meetings as assigned by the building Principal.
- Oversees District assigned duties/responsibilities.
- Monitors academic trends and student performance.
- Assists in establishing a positive environment for achieving educational outcomes.
- Serves as a member of various building teams and acts as a liaison.
- Lead team meetings around academic and behavior interventions
- Maintains building and occupant safety.
- Assist in selection, assignment, and supervision of non-certified staff.
- Conducts behavioral interventions and discipline when needed.
- Lead attendance interventions team meetings and submits proper truancy petitions.
- Acts as a mentor for, and conducts performance evaluations, of non-licensed staff.
- All other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of student service principles and practices and administrative hearing techniques; general knowledge of federal, state and local laws applicable to school administration; comprehensive decision making skills; thorough conflict resolution skills; thorough skill communicating with a variety of populations specifically those attending alternative school settings; ability to support district goals, to work collaboratively and respectfully with diverse populations; ability to develop and present ideas effectively, orally and in written form to a variety of staff, student and parent populations; compile accurate and

thorough reports and records for parents, school officials and other agencies, ability to work independently; ability to respect confidential matters; ability to encourage a safe and secure environment throughout the District, and be dependable and accountable in the performance of their work; ability to model and promote a welcoming working and learning environment; ability to support and adapt to change and demonstrate commitment to continuous performance improvement; ability to establish and maintain effective communication with students, teachers, support staff, colleagues, parents, school officials, school administrators, and the general public.

Education and Experience

Bachelor's degree and teaching license and considerable experience working in academic settings and knowledge of Multi-Tiered Systems of Support. Administrative License required.

Physical Requirements This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing and occasionally requires walking, sitting, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed Teacher in the State of MN required.

Licensed Administrator in the State of MN preferred.

Experience with and knowledge of Multi-Tiered Systems of Support preferred.

Last Revised: 3/31/2025