

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF MTSS

Required Qualifications:

- Master's Degree or higher in Education or related field
- Valid Florida Teaching Certificate or License
- Minimum 5 years of teaching experience
- Extensive knowledge of MTSS research and best practices
- Experience in working collaboratively with school and district leadership teams resulting in student growth
- Experience in disaggregating, interpreting and analyzing assessment data
- Experience providing group PD and/or individual technical assistance
- Ability to communicate effectively orally and in writing

Desired Qualifications:

- Master's Degree in Educational Leadership
- Reading Endorsement or Certification
- Knowledge of State and district initiatives, policies, and procedures for providing intervention services
- Experience in providing guidance for administration and other school personnel

Performance Responsibilities:

- Responsible for coordination of a comprehensive Multi-Tiered System of Supports for the district that includes academic, social-emotional, and behavioral interventions
- Monitor the MTSS process to insure compliance and adherence to federal regulations and state guidelines
- Ability to prepare and present comprehensive and effective reports, to include disaggregating, interpreting and analyzing assessment data, as appropriate for various stakeholders
- Coordinate and/or assist with the implementation, monitoring, fidelity of intervention programs
- Communicate with the district and school personnel concerning implementation and monitoring of intervention programs
- Develop and implement documents for use in the implementation and monitoring of intervention programs
- Plan and facilitate informational meetings for district and school personnel, as needed
- Assist with the development and implementation of procedures for MTSS
- Lead the MTSS District Meetings and represent the district at external meetings

- Implement, and organize meetings that address key issues in programming, feedback from stakeholders, and inform the future direction of initiatives
- Plan, organize, provide leadership, lead professional development and work collaboratively with families, students, staff and community partners
- Assist site-based MTSS problem solving team in analyzing student needs and linking student needs to appropriate interventions for struggling students
- Provide training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels
- Organize and implement professional development programs that relate to reading intervention programs
- Assist with the selection of MTSS intervention programs and materials
- Maintains professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with needs of students and in accordance with district guidelines
- Assist with coordination and monitoring of summer intervention programs
- Assist in the coordination and development of the K-12 Research Based Reading Plan
- Collaborate with Principals, Academic Services, Student Services, and Exceptional Student Services in creating shared vision of the implementation of MTSS
- Keep the Supervisor of Elementary Programs abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Supervisor of Elementary Programs

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Elementary Programs

Evaluation:

Annual evaluation done by the Supervisor of Elementary Programs

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

63008

Board Approved: 06/22/2021

Revised:

Job Title