



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: Senior Coordinator, MTSS
FLSA Status: Exempt
Salary Grade, if non-union: SG20
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

The Senior Coordinator of Multi-Tiered Systems of Support (MTSS) will be responsible for supporting student achievement (both academic and behavioral) on a three-tiered level. Acts as a liaison among Senior Directors, Principals, Problem Solving/Leadership Teams, District Steering Committee and other stakeholders.

- * Serve as an advocate for the specified site and/or program/project at the district-level and as a liaison between the district, site, and the community.
- * Provide curricular and/or program support and assistance to district staff, site administrators, teachers, instructional coaches, resource teachers, and other site-based personnel.
- * Provide relevant professional development workshops and/or training programs to assist appropriate instructional staff in updating their skills and increasing their knowledge base.
- * Attend relevant meetings including professional conferences and chair or serve on committees related to appropriate academic area, programs/projects, and/or specified curriculum.
- * Perform any other duties as assigned.

Essential Functions of this Job:

Manage the implementation of the problem-solving process and facilitate this process with a school-based team. Ensure the implementation of universal screening and progress monitoring data collection in primary content areas of reading/literacy, mathematics, and behavior at the elementary levels and common assessments at the secondary level. Ensure the evaluation of core instruction and skills to provide the technical support needed to facilitate student success. Implement a documentation system to ensure sufficiency of supplemental (targeted) and intensive interventions. Develop the fidelity of the core curriculum and skills needed for students needing intensive interventions. Evaluate and implement the types of response/intervention (positive, questionable, poor) for large groups, small groups, and individual students. This will include the implementation and monitoring of the Positive Behavior Support program in our

schools. Facilitate the involvement of students and families in the development and evaluation of and engagement with supplemental and intensive interventions. Implement group facilitation to ensure effective communication, collaboration, and technical assistance support that result in the implementation of problem-solving/response to intervention with integrity and sustainability. Assist administrative, supervisory, and site-based personnel by developing and implementing instructional programs, demonstrating appropriate teaching methods and use of materials, monitoring curriculum and identifying instructional materials.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of curriculum and instruction and ability to utilize assessment results to inform instruction for improved student achievement. Knowledge of organization and management theory and practice. Knowledge and commitment to shared decision making and accountability for results. Knowledge of analysis and data gathering techniques and the ability to use technology to facilitate use of data in any format needed by individual schools. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district expectations. Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making. Understands that quality teaching and learning are the essential processes of public schools and has the ability to focus human and financial resources toward this end. Multi-Tier System of Supports and Positive Behavior Intervention Support Models enhance the professional development of others as well as in coaching and mentoring to improve practice and learning outcomes. Bilingual/billiterate preferred.

Education, Experience and/or Certification/License Requirements:

Graduation from an accredited college or university with a Master's degree; considerable teaching experience as well as extensive knowledge and experience in professional development. Experience in teacher development, exceptional student education, and/ or supervisory experience preferred.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and some areas not environmentally controlled. Requires sitting for a portion of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 10245

EEO5: 43

Approval Date: 2015-08-11

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.