

**Calexico Unified School District  
Administrative Salary Schedule**

**Multi-Tiered System of Support (MTSS) Coordinator**

**Supervisor:** Director of Academic Services and Assistant Superintendent of Educational Services

**Location:** Districtwide

**Work Hours:** 8:00 am - 5:00 pm

**Job Description:**

Under the supervision of Director of Academic Services and Assistant Superintendent of Educational Services, the role of the MTSS Coordinator is to provide schools with direct support using the Multi-Tiered System of Support (MTSS) model. The MTSS Coordinator will provide administrative leadership to the MTSS structure team to ensure all essential components of MTSS are implemented and monitored with fidelity, lead to dramatic, and quantifiable academic, social-emotional, and behavioral achievement results for students.

**Minimum Qualifications:**

- Current valid California Administrative services credential.
- Minimum of three years of satisfactory administrative experience (preferred), including working/coordinating interventions through the sites' Student Support Team (SST) and/or Student Attendance Review Board (SARB).
- Experience/background in PBIS/RTI/MTSS Philosophy and Methodology.
- Ability to identify appropriate steps and/or interventions to improve student achievement for ALL learners; especially those identified in Tier II and III.
- Knowledge of Universal Screeners and the ability to interpret results.
- Knowledge of technology utilization.
- Providing quality professional development.
- Leading committees such as Professional Learning Communities (PLC), Response to Intervention (RtI), and Positive Behavior Intervention and Supports (PBIS).
- Ability to analyze and interpret data from multiple sources such as Smarter Balanced Summative and Interim Assessments, English Language Proficiency Assessments for California (ELPAC), Universal Screeners, formative and summative assessments aligned to common core state standards.
- Utilize coaching strategies to facilitate teacher reflection and improvement.
- Valid California driver's license.

**Specific Areas of Responsibilities:**

- Provides technical assistance 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. This includes support within professional learning communities that integrate standards-based instruction and professional growth systems. Technical assistance activities include walkthroughs, feedback, modeling and other supportive assistance necessary to implement a Multi-Tiered System of Supports (academic, behavioral, and social-emotional).
- Works with building administrators to ensure MTSS processes, protocols, timelines and intervention plans are implemented with fidelity, meeting the needs of our students.
- Provides services to building administrators, teachers, parents/guardians on the MTSS processes.

- Assist SST/PLC meetings to support school sites in problem solving, goal setting, implementation, monitoring and the evaluation process of students in Tier II/III, as needed.
- Works with the curriculum department, academic support teachers, counselors, family resource center staff and other support staff across the District on interventions and movement through the tiers.
- Consults with staff including teachers, administrators, and/or other ancillary staff on program evaluation and effectiveness.
- Supports the continued growth of the district's goal on climate and culture by working with staff, students, parents and community.
- Works collaboratively with Educational Services Department (including Special Education/English Learners/Migrant/Expanded Learning Departments).
- Prepares local, regional, state and federal reports as needed.
- Works with the district office administration to coordinate the acquisition of support materials and equipment.
- Monitors the MTSS process to ensure compliance to federal and state regulations/guidelines.
- Works with school sites to compile, maintain and review data required for the academic, behavioral and social emotional needs of students.
- Support implementation of District adopted curriculum, PBIS/restorative justice programs and other research-based initiatives.
- Demonstrate and model research-based instructional strategies.
- Consult with site administrators and teachers to identify learning gaps and potential solutions.
- Lead site administrators and teachers in data analysis, development of Tier 2 interventions and continuous Cycles of Inquiry.
- Support/Facilitate MTSS meetings to assist team in coordination of intervention services.
- Monitors the evaluation activities within all MTSS tiers.
- Schedules and attends all trainings in district level response to intervention, behavioral and social emotional meetings.
- Attends local, regional and state meetings and conferences as required.
- Performs other duties as assigned.

July 25, 2019