

TITLE: Director of Multi-Tiered Systems of Support

SELECTION: Appointed by the Board after consideration of the recommendation of the Superintendent.

QUALIFICATIONS:

- Master's Degree
- Multiple years of experience in the field of education, with students in K-8th grades.
- Minimum of at least two years' experience working with school teams and students in the MTSS process.

Health examination for new employee part-time or full time:

1. Chapter 122 Article 24-5 of the Illinois School code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Assistant Superintendent of Teaching & Learning

JOB GOAL: The MTSS Coordinator will train local coaches and other personnel to build the capacity of the schools in implementing a Multi-Tiered System of Supports (MTSS). Specific duties include, but are not limited to: train, mentor and coach staff to support district and school teams in the implementation of MTSS and to analyze assessment data per school and district-wide.

PERFORMANCE RESPONSIBILITIES:

- Knowledge, Skills and Abilities Required: The successful applicant will have strong knowledge, skills and abilities in the following areas:
 - School improvement processes;
 - MTSS implementation in grades Pre-K-8;
 - Data-based decision making, including evaluation of student achievement outcomes using scientifically-based universal screening and progress monitoring tools and other assessments;
 - Evidence-based technical assistance and coaching strategies, including the provision of such services to personnel;

- Team facilitation skills;
- Effective adult learning methods and strategies;
- High-quality, comprehensive, evidence- and outcome-based professional development;
- Strong collaboration skills;
- Strong communication and interpersonal skills;
- Ability to evaluate work effort, identifies problems, and plan activities that lead to successful outcomes (problem solving).

The MTSS Director is responsible for the following:

Administration of MTSS Assessments

- Oversees the MTSS assessment calendar
- Orders MTSS assessment materials
- Organizes storage system for student scoring booklets
- Organizes schedules for rotating substitutes during the MTSS assessment period
- Trains teachers in how to MTSS administer assessments
- Provides review sessions on critical administration rules and procedures before each benchmark period

Data Collection and Reporting

- Coordinates collection of MTSS data from assessment teams and classroom teachers
- Distributes MTSS reports to teachers
- Monitors and ensures MTSS portfolios are frequently updated
- Serves as liaison between the principal and teachers on the MTSS initiative and maintain ongoing communication with the Director of Special Services, including preparation and submission of periodic project reports (to include monthly district updates).

Data Analysis

- Meets with teachers individually or in grade-level teams to help interpret MTSS data

- Instruct teachers in data-analysis procedures, including error- pattern analysis of items on student probes
- Helps teachers place students in intervention groups and define focus of instruction for each group
- Planning intervention instruction for each group
- Assists teachers in preparing materials and strategies for each student sub group

Instructional Support

- Models effective intervention group instruction for teachers
- Coordination of MTSS process
- Attends grade-level MTSS team meetings to ensure the MTSS process is implemented with fidelity district-wide
- Observes teachers instructing intervention groups and provides feedback and coaching

All other duties assigned

TERMS OF EMPLOYMENT: **11-month employment**

EVALUATION: Will be evaluated by the Assistant Superintendent of Teaching & Learning.

Board Approved