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MEMORANDUM

TO: Centennial School Board and Jeff Holmberg, Superintendent
FROM: Dan Melde, Executive Director of Human Resources
DATE: June 15, 2026
RE: MTSS Specialist TOSA

This position was established through a grant awarded to Centennial Public Schools by the Minnesota Department of Education to support the implementation of a Multi-Tiered System of Supports (MTSS), with a focus on improving student achievement and providing professional learning and support for staff. The grant is for two years.

We are recommending the board approve a new position for MTSS Specialist TOSA. This position will be in the CEA Teacher Contract. The job posting is below which outlines the qualifications and duties.

POSITION:

Job Title: Teacher on Special Assignment (TOSA) - MTSS Specialist

**This is a two-year grant funded position.*

Position Type: Teaching and Learning/TOSA

Location: Districtwide

FTE: 1.0

Who may apply?

- This position is open to any licensed teacher with at least 5 years of teaching experience.
- Master's degree in education, educational administration, counseling, social work, or related field preferred.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Data Collection, Analysis, and Fidelity Monitoring

- Collect and evaluate implementation fidelity and student impact data, including universal screeners and progress monitoring, disaggregated by student demographics and SEL factors.
- Monitor district databases and develop visualization tools and dashboards to track student data related to academics, behavior, attendance, and school climate.
- Develop and implement a systematic plan for monitoring the fidelity of Tier 1, 2, and 3 interventions, establishing processes for targeted support when fidelity falls below expected values.

- Lead building-level data reviews and facilitate collaborative data review cycles with instructional teams to inform decision-making around academic and behavioral interventions.

System-Wide Coordination and Planning

- Guide and refine the district's MTSS framework, developing and documenting procedures to ensure consistency in forms, meeting structures, and the integration of data-driven decision-making into daily practice across all schools.
- Coordinate expertise across departments and partner with district administrators to establish robust, unified support systems for academic and behavioral needs.
- Ensure regulatory compliance and represent the district in relevant committees, state, and local meetings concerning MnMTSS, standards, and instruction.

Capacity Building and Site Support

- Provide ongoing professional development, training, and coaching to administrators, building teams, and individual staff members on MTSS principles and data tools.
- Attend building-level MTSS and leadership meetings to support the development of effective teaming structures and build capacity for data-driven decision-making.
- Support building Intervention Teams, Data Teams, and Intervention teachers in identifying literacy and math needs for students.

Family Engagement

- Collaborate with Student and Family Advocates to weave family engagement and partnerships into the MTSS framework.
- Provide direction to sites for communicating student progress in interventions with families and caregivers.

Other Responsibilities

- Maintain records of action plan progress for annual reporting.
- Perform other duties as assigned.

QUALIFICATIONS

Licensure and Education, and Experience

- Strong understanding of MTSS principles, evidence-based interventions, and data-driven instructional decision-making.
- Proven results from implementing best practices and research-based strategies in instruction.
- Experience differentiating instruction to meet the needs of individual learners, and providing both intervention and enrichment opportunities for students at all levels.

Leadership and System Skills

- System-level experience working with diverse groups, addressing inequities, and facilitating change and transformation in a system preferred.
- Experience leading professional development and training for educators.
- Ability to provide leadership and manage complex projects.

Data Analysis and Application

- Ability to collect, analyze, and use data to guide instructional and intervention practices and drive improvement.
- Familiarity with screening and assessment tools and reports.
- Proficiency with technology and technology systems, including Google apps, spreadsheets, and data systems.

Communication and Interpersonal Skills

- Exceptional listening, written, and oral communication skills, including strong verbal and written skills for giving presentations and engaging staff, students, administrators, and the community.
- Ability to work effectively with diverse teams, including school leaders, teachers, and support staff.
- Commitment to working with students from historically marginalized communities through an asset-based mindset and approach.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Ability to maintain professionalism at all times.
- Strong organizational and time management skills.