



ALMA PUBLIC SCHOOLS JOB POSTING

TITLE: MTSS Director
REPORTS TO: Stacey Luberda-Criner, Superintendent
(Grant funded position)

QUALIFICATIONS:

- Master's degree and or advanced training or demonstrated skill and experience in the area of academic, behavioral or family intervention support
- Teaching Certificate
- Demonstrate experience in the improvement of student achievement
- Have working knowledge of best practice strategies and be able to make research-based decisions

JOB SCOPE:

- MTSS Director reports directly to the Superintendent and is responsible for leadership which includes supporting instructional staff, administering curriculum, management of instruction, oversight of student assessment, increasing student learning and organizing the school improvement process.
- Be able to set, manage and coordinate multiple priorities, and prepare concise and accurate written communications and reports.

MAJOR DUTIES:

Curriculum:

- Collaborate with the Curriculum Committee to offer accurate and aligned course offerings within the Curriculum Guide
- Generate Implementation Guides in coherence with best practice instruction and curriculum
- Compilation, facilitation, and organization of curriculum mapping activities
- Collaborate with staff to assure Master Schedule and curriculum guide as it relates to course offerings for student

Instruction:

- Be responsible for student education and activities in the classroom
- Coordinate and assist in providing professional learning for all instructional staff
- Maintain documentation of district provided and grant funded professional learning

Assessment:

- Data analysis
- Collection, evaluation and use of multiple types of assessments (including MSTEP, MME, PSAT, SAT, NWEA, and county-wide/or locally developed assessments for the purpose of improving instruction

Continuous Improvement:

- Fidelity walkthroughs
- Facilitate Curriculum Council meetings
- Oversight of School Improvement Process
- Collaborate with Building Principals on BIT agendas
- Facilitate DIT meetings
- Monitor completion of assigned actions and implementation plan
- Uses knowledge about effective innovations (EIs) and implementation research in order to make recommendations to the DIT and executive leader overseeing the DIT

Implementation of a Tiered Delivery System:

- Identifies the data, systems and practices needed to successfully implement a tiered delivery system
- Aligns selected tiered interventions across the district to ensure common implementation, definitions, and monitoring takes place



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- Engage staff in high level professional learning around the implementation of tiered systems
- **Selection and Implementation of Instruction, Interventions and Supports:**
- Initiative inventories and program evaluations will be utilized for all new interventions, strategies and supports to ensure continuous improvement continues throughout the district
- Provide ongoing professional learning opportunities to staff related to instruction, interventions and supports
- Support in the design of behavioral and academic plans for individual students that include specific strategies and interventions as well as a process for progress monitoring each student plan
- **Comprehensive Screening and Assessment:**
- Support staff in analyzing all academic and well-being screeners following each administration
- Ensure there is a system in place for notifying families following each administration of the academic and well-being screeners
- Develop and implement a written process for the implementation of district selected screeners, diagnostic tools and data systems
- **Continuous Data-Based Decision Making:**
- Work to design an efficient data collection system and protocols to ensure data is usable and timely
- Provide professional learning opportunities to staff to continue to engage in conversations around continuous data-based decision making
- Utilize data from the Student Support Referrals to determine how services in the district are allocated


COMPENSATION: In accordance with APS Director/Principal Pay Scale


BEGINNING DATE: ASAP

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resource Director, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

DATE OF POSTING: 11-17-23

DEADLINE DATE: 11-27-23


Stacey Luberd-Criner, Superintendent


Date

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER