

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Learning Coordinator Addendum for MTSS Assignment

Contract: 220 days

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**JOB GOAL:** Under supervision of the Director of Curriculum & Instruction, provides communication and support to administrative site personnel for operation of the Multi-Tiered Systems of Support (MTSS) program, and compliance with its requirements, while providing services in conformance with District and State objectives; communicating information to staff, the public, and other districts; providing leadership in the development, implementation, and monitoring of MTSS and other pupil services programs; assuring proper compliance is maintained to ensure achievement of site, District, State, and Federal program objectives; providing written support and/or conveying information; serving as a resource to other school personnel and the BOT.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Coaches school sites on analyzing student needs and identifying research-based interventions across academics, behavior, and social-emotional learning (SEL).
2. Helps establish data collection and analysis procedures to inform decision-making around student needs and district/school resource allocation.
3. Develops meeting cadences and agenda for the District MTSS Committee.
4. Coordinates and facilitates MTSS professional development and training for school-based and district staff.
5. Compiles and reports on effectiveness of interventions on a monthly basis to improve district and school systems.
6. Develops and maintains positive working relationships with families, staff, and community members.
7. Consults and collaborates with teachers, parents, and administrators to find effective solutions to learning and behavior needs, and expands educational interventions to mitigate special education over identification and disproportionality.
8. Participates in planning, implementing, and integrating services for tiered intervention needs.
9. Assists school staff and teams to understand adolescent development and how it affects learning and behavior.
10. Develops alternative pathways for learning.
11. Identifies and implements an effective data management system for MTSS.
12. Revises intervention monitoring tools, procedures, and processes for intervention referrals.
13. Works collaboratively with multiple leadership teams in the district to support unique needs for implementation.
14. Supports and expands the abilities of the general education articulation process for students with intervention needs.
15. Identifies ongoing system and policy barriers to MTSS and makes recommendations for systems and policy alignment.
16. Expands access to research-based tiered interventions.
17. Coaches and supports MTSS teams in their design and implementation of systemic data-based shifts directly related to student needs.
18. Develops protocols for intervention and referral processes.
19. Plans, organizes, and develops districtwide multi-tiered systems of support, including working collaboratively across departments to create a districtwide strategic plan for MTSS in Tiers I, II, and III under all domains: Family & Student Engagement, Social-Emotional Learning & Relationships, Mental & Physical Health, Attendance & Intervention Monitoring, Positive Behavioral Supports & Restorative Justice, Academic Supports, and Basic Needs; facilitating phased and leveled stages of implementation; providing ongoing MTSS implementation guidance and support to site MTSS teams; coordinating ongoing check-ins between departments to ensure system alignment.
20. Facilitates professional development on district initiatives.

21. Works collaboratively with district administrators, school-based leadership teams, and teachers to facilitate implementation of MTSS at the district and school levels.
22. Monitors the fidelity of implementation of MTSS at school sites, including the identification of students, delivery of Tier II and Tier III interventions, and progress monitoring.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of a multi-tiered system of support (MTSS) model, implementation of MTSS, and intervention strategies.
2. Experience designing and delivering professional development.
3. Ability to plan, organize, and work collaboratively with other teams.
4. Strong interpersonal skills and the ability to create positive relationships.
5. Strong organizational skills with excellent attention to detail.
6. Proficient in intervention management software, Mastery Connect, Canvas, Google programs, and Microsoft Office programs.