

Anoka-Hennepin Independent School District #11

Job Description

Title: Multi-Tiered System of Supports (MTSS) Coordinator
Reports to: Principal on Special Assignment: Student Conduct

JOB SUMMARY

The **MTSS Coordinator** will oversee the implementation and monitoring of the Multi-Tiered System of Supports (MTSS) across the district. This role is crucial for proactively identifying and addressing student needs by ensuring the MTSS framework, including universal screening, progress monitoring, and data-driven decision-making, is effectively and consistently implemented. The coordinator will collaborate with a wide range of stakeholders to identify student needs, implement evidence-based interventions, and track progress to ensure positive academic and behavioral outcomes.

DUTIES AND RESPONSIBILITIES

- **Implementation & Oversight:**
 - Oversee the district's MTSS framework, ensuring consistent implementation and monitoring across all schools.
 - Establish and maintain systems for universal screening, progress monitoring, and data-driven decision-making.
 - Collaborate with the Behavior Support Coordinator to ensure the fidelity of MTSS implementation and provide support to school-based teams.
- **Intervention & Support:**
 - Identify, recommend, and support the implementation of evidence-based interventions for students with academic and behavioral challenges.
 - Work with support teams to identify at-risk students and coordinate the development of effective, tiered intervention plans.
 - Track student progress to ensure interventions are successful and adjust strategies as needed.
- **Training & Professional Development:**
 - Coordinate and lead professional development for all school staff on MTSS principles, best practices, and the use of relevant tools and resources.
 - Provide ongoing training on topics such as data analysis, intervention strategies, and progress monitoring.
- **Collaboration & Communication:**
 - Foster strong relationships with all stakeholders, including teachers, administrators, and support staff, to ensure a cohesive MTSS program.
 - Regularly communicate with district leaders and school teams regarding MTSS progress, challenges, and successes.
 - Serve as a resource for staff on all matters related to the MTSS framework.
 - Review district wide data on MTSS data that promotes decision making that promotes student achievement both academically and behaviorally.
 - Lead and facilitate the district's MTSS Core Team.

QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred, in education, school psychology, or a related field.
 - Teacher licensure, administrative license preferred.
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SKILLS AND COMPETENCIES

- Experience with a Multi-Tiered System of Supports (MTSS) framework and its implementation.
 - Strong understanding of evidence-based academic and behavioral interventions.
 - Proven ability to analyze data to inform educational decisions.
 - Excellent communication, collaboration, and leadership skills.
 - Experience providing professional development and training to adult learners.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires frequent standing, walking, sitting, bending, and may include lifting up to 10 pounds.
- Specific vision abilities required such as close vision and the ability to adjust focus.
- Work environment includes offices, meeting rooms and school buildings.
- Must be able to respond to unexpected situations and maintain composure.
- Ability to travel to various district sites may be required.