

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida teaching certificate.
- (3) Experience in classroom teaching.
- (4) Experience in administration preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of design and delivery of in-service programs. Knowledge of the school system and sub-systems. Skill in organization and oral presentation. Knowledge of instructional strategies. Ability to apply knowledge of interpersonal communications and group dynamics. Ability to communicate effectively orally and in writing.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

To assist and support schools in providing effective interventions for Tier II and Tier III students and to carry out the mission of the school and district.

#### SUPERVISES:

None

#### PERFORMANCE RESPONSIBILITIES:

- 1) Provide schools with information on effective interventions that align with core instruction.
- 2) Assist schools with scheduling Tier II and III students of intervention.
- 3) Play an active role in the District MTSS Leadership Team and attend all meetings.
- 4) Organize a support cadre for the school based MTSS teams.
- 5) Insure fidelity of MTSS throughout the district.
- 6) Provide schools with information on effective behavioral interventions.
- 7) Maintain accurate and complete records as required by law and district policy.
- 8) Work closely with district staff to assist in the development and delivery of training.
- 9) Participate in professional development activities.
- 10) Perform other tasks consistent with the goals and objectives of this position.
- 11) Observe students in their educational environment (as needed) to provide suggestions for academic or behavioral interventions.
- 12) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**COORDINATOR, MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 4**

**Salary Index .9401**

**DOE Job Code 63008**

**Revised Board Approval ~~04/11/2017~~ 12/04/2021**