



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

DRAFT

JOB TITLE: SCHOOL SITE ~~MTSS~~Multi-Tiered System of Support
COORDINATOR (0.2 FTE)

REPORTS TO: Principal or designee

SITE: All School Sites

CLASSIFICATION: Certificated

WORK YEAR: School Days Only

APPROVED BY THE BOARD OF TRUSTEES:

PENDING

EFFECTIVE DATE: August 1, 2021

SMUHSD MTSS SITE COORDINATOR JOB SUMMARY

The successful candidate should be passionate about making the SMUHSD equity vision and mission a reality by helping to support a site based multi-tiered system of support. They should have working knowledge of instructional methods and interventions that support the success of all learners and be comfortable providing/facilitating large and small group training at the school site level.

Description of basic functions and responsibilities: ESSENTIAL FUNCTIONS:

1. ~~In collaboration~~Collaborates with school leadership, Professional Development and Instructional Technology Coordinator, support and guide development and implementation of a Multi-Tiered System of Support (MTSS) at the school site.
2. Meets regularly with School Leadership team to coordinate and assist in the facilitation of professional learning related to school-wide Tier I Common Assurances and the implementation of universal social and emotional and anti-racist teaching practices at the site level.
3. Co-facilitate~~tion of~~ school site Tier 1 Team meetings.
4. Liaison to school site Tier 2 and Tier 3 teams in terms of understanding the needs that need to be addressed at Tier 1.
5. ~~In collaboration~~Collaborates with school leadership teams, facilitates school-wide cycles of inquiry (using implementation/survey data and student outcomes) on the impact of Tier I strategies so as to continuously improve and/or refine Tier I Common Assurances.
6. Attends monthly meetings and professional learning (both during the school day and after the contracted school day) to develop an understanding of MTSS:
 - a. Attends regular meetings with Site Leadership/PD team
 - b. Attends monthly site Dept. Chair meeting
 - c. Attends District MTSS/Teacher Leadership Council meetings
 - d. Participates (as needed) on District MTSS Leadership team
 - e. Works with site leadership on aligning site Tier I strategies with those being implemented District-wide

Willingness to learn and develop skills and abilities in:

7. ~~Facilitation~~Facilitates ~~of~~ and ~~leading~~leads groups through effective data informed decision-making

8. ~~Ability to adapt~~ Adapts ~~district~~ District MTSS framework at site level in coordination with school leadership team
9. ~~Collaborative~~ Collaborates and development ~~develops~~ of a system of support and interventions based on student needs
10. Guides the site in the development and implementation of the MTSS framework
11. ~~Collaboratively~~ Collaborates, develops and implements progress monitoring process and data collection procedures
12. Assists and provides input in the development, identification, and the fidelity of interventions

Employment Standards:

- Must be able to perform essential functions above with or without reasonable accommodation.
- Must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of ~~Education~~ Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Minimum of three years high school teaching experience in SMUHSD, with a total five years of teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- Previous experience as teacher leader.
- Experience with and a commitment to equity, diversity and inclusion.
- Experience working with individuals from a variety of socio-economic, ethnic and cultural backgrounds.

Knowledge, Skills, and Abilities:

- Excellent listener with strong communication skills both verbal and written
- Effective collaborator who is able to work with other TOSA's to support a coherent Professional Learning plan for school staff
- Ability to use data and instructional technology for decision-making regarding student needs and continuous improvement

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

[SMUHSD Diverse Workplace Profile](#)

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.