



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

DRAFT

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

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

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.

ESSENTIAL FUNCTIONS:

1. 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-facilitates 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. 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
7. Facilitates and leads groups through effective data informed decision-making
8. Adapts District MTSS framework at site level in coordination with school leadership team
9. Collaborates and develops a system of support and interventions based on student needs
10. Guides the site in the development and implementation of the MTSS framework
11. 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 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.