

**STOCKTON UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

TITLE:	Coordinator - MTSS	REPORTS TO:	Assistant Superintendent, Educational Service or designee
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA CLASSIFICATION:	Exempt	WORK YEAR:	12-Month (220 Days)
BOARD APPROVED:	3/25/2025	SALARY RANGE:	Certificated Management Tier: 06 / Range: 02

**BASIC FUNCTIONS:**

The coordinator of the Multi-Tiered System of Supports (MTSS) is responsible for overseeing the implementation, coordination and monitoring of the MTSS framework by providing site facilitation assistance, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate the implementation at the district and school levels. The coordinator works closely with teachers, staff, site administrators, and support teams to identify student needs, analyze data, and develop individualized intervention plans. They also provide professional development and training to staff, foster collaboration across teams, and ensure that the MTSS process is equitable, data-driven, and aligned with district goals. The ultimate goal is to improve student outcomes by ensuring that all students receive the appropriate level of support to succeed.

**SUPERVISION RECEIVED AND EXERCISED:**

Receive general direction from the Assistant Superintendent, Educational Services and immediate supervision from the assigned Director, Educational Services.

**REPRESENTATIVE DUTIES:**

**(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)**

**ESSENTIAL DUTIES:**

- Work collaboratively with site administration, Educational Services, and Student Services Departments to plan, organize, and direct the functions of MTSS related activities and related programs. *(E)*

- Support site leadership teams to ensure MTSS processes, protocols, timelines, and implementation plans are implemented with fidelity including academic, behavior, and SEL support systems to ensure all students' needs are met. *(E)*
- Coordinate and facilitate high quality professional learning and training to District and site teachers and administrators regarding MTSS, including the role of academic and behavioral interventions, social emotional supports, PLCs, and school climate and culture. *(E)*
- Sets expectations, encourages and models skillful use of data to inform decision making using Data Review Team Meeting protocols, progress monitoring, and PLCs. *(E)*
- Support, assist, and mentor site teachers and administrators with aspects related to MTSS implementation, including holding office hours for added support. *(E)*
- Set success criteria and support the implementation of evidence-based practices that support all learners ex. UDL, integrated ELD strategies, CLR strategies, etc. *(E)*
- Develop a library and disseminate a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including whole group (co-teaching) small-group or individual learning that can be used by classroom teachers for students in tier 2 or 3. *(E)*
- Set success criteria and monitor tier 1, best first instruction (including culturally and linguistically responsive teaching for tier 2 and tier 3 students for improvement in the general education classroom. *(E)*
- Deliver a communication product and assist in the communications regarding MTSS and help teachers and site administrators interpret, support, and implement District and State policies and procedures around tiered interventions. *(E)*
- Maintain professional competence through professional reading and attending appropriate workshops, courses and conferences in keeping with the needs of students and in accordance with District guidelines. *(E)*
- Maintain District Management standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education Code, District policies and District curriculum and content standards. *(E)*

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Multi-Tiered System of Supports, framework, policy, procedures.

- Positive Behavioral Intervention & Supports (PBIS).
- Response to Intervention (RtI).
- Restorative Practices.
- Academic, behavioral, and social-emotional components within the MTSS framework.
- Understanding of inclusive, culturally responsive practices and educational equity.
- Core instructional materials and best first instruction assessment types.
- Intervention strategies that can be used for a variety of needs.
- Professional Learning Community (PLC).

**Ability to:**

- Read and comprehend instructions.
- Write correspondence.
- Collect, analyze and interpret results in visual and verbal terms.
- Use technology to translate statistical data into understandable language using a variety of formats to allow for interpretation by the intended audience
- Analyze data to make instructional decisions.
- Effectively present information as required.
- Be proficient with Google, Excel, Microsoft Powerpoint, etc.
- Utilize online student information systems.
- Plan, lead and facilitate effective professional learning around MTSS.
- Develop a communication system and communicate effectively, both orally and in writing.
- Build capacity and support staff in generating solutions to challenging situations.
- Apply common sense and professional understanding to carry out written or oral instructions.
- Establish and maintain effective working relationships.

**Education and Experience:**

Master of Arts or advanced degree from an accredited college or university. Administrative experience in a school or district setting is preferred. Experience with Multi-Tiered System of Supports.

**License, Certifications and Other Requirements:**

Appropriate administrative credentials within 18 months of hire. Must possess a valid California driver's license. Fingerprinting through SUSD PD and tuberculosis clearance.

**WORKING CONDITIONS**

**Environment:**

Indoor environment.

**Physical Demands:**

Employees in this position must have/be able to:

- Dexterity of hands and fingers to operate a keyboard, calculator and other office machines.
- Have mobility sufficient to move about, stand, and/or sit for extended periods.
- Lift and/or carry up to 25lbs at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.