

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/2020	<b><u>COORDINATOR, MULTI-TIERED SYSTEMS OF SUPPORT</u></b>	3.13.7
Effective Date	Job Title	Index

### **Primary Function:**

Develops, implements, and coordinates academic, behavior, and social-emotional multi-tiered systems of support for assigned levels, areas, and subjects. Coordinates assigned projects and improvement targets, including planning, implementation, and monitoring. Collects, analyzes, and reports progress of assigned programs based on improvement goals. Supports the Director(s) of Curriculum & Instruction in the achievement of equitable student outcomes, department supervision, inter-department collaboration, and the improvement of teaching and learning within an MTSS framework.

### **Supervised By:**

Director(s) of Curriculum and Instruction

### **Essential Functions:**

- E-1 Leads, supports, and promotes equitable student outcomes through the use of tiered curricula and the improvement of teaching and learning.
- E-2 Plans, implements, and monitors assigned projects specific to content areas, curricula, and improvement targets.
- E-3 Directs the implementation and monitoring of MTSS and associated teaming structures in collaboration with school and district leadership.
- E-4 Assists in planning and developing goals, objectives, materials, methods, and activities for MTSS and the curriculum department(s).
- E-5 Plans, coordinates, and conducts professional development training for teachers, classified staff, and administrators, related to the District Strategic Plan, MTSS, and improvement goals.
- E-6 Collaborates with department personnel to improve systems of support.
- E-7 Coordinates the development, delivery, and adherence of District systems and instruction as it relates to Oregon Statutes and OARs.
- E-8 Assists in planning and conducting assessment of teaming and tiered systems, reporting results, and recommending revisions.
- E-9 Prepares short- and long-range plans for the development and implementation of MTSS across the organization.
- E-10 Directs work and evaluates the performance of all assigned staff.

### **Major Planning Requirements:**

Prepares and maintains short- and long-range plans for the development and implementation of professional learning systems across the organization, paying careful attention to input and engagement of stakeholders in the development of plans.

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### **Key Relationships:**

Director(s) of Curriculum and Instruction: Reports to this position.

District Staff: Works closely with level directors and school-based administrators to coordinate services and programs and to support teaching and learning.

Coordinator of Elementary Curriculum & Instruction: Collaborate, co-plan, and co-lead district strategies related to the Strategic Plan, K-12 instructional foci, and literacy development.

Coordinator(s) of Multilingualism: Collaborate, co-plan, and co-lead district strategies related to the Strategic Plan, K-12 instructional foci, and language acquisition

Coordinator of Professional Development: Coordinate district professional development planning for classified, licensed, and administrator staff.

### **Additional Functions:**

Performs other duties as assigned.

### **Minimum Qualifications:**

- a. A valid and current Oregon Administrator's License
- b. Minimum of two years of successful classroom teaching and one year of leadership experience in assigned subject(s) and/or level(s)
- c. Demonstrated knowledge of and ability in assigned subject(s) and level(s)
- d. Knowledge of child growth and development at each assigned level of instruction
- e. Oral and written English language proficiency
- f. Experience working with transitional biliteracy or dual language programs preferred
- g. Proficiency in written and oral Spanish preferred

### **Work Environment:**

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

### **Physical Requirements:**

Frequent reaching, handling, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

### **Term of Employment:**

12 months

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### **Salary Level:**

Placement on the Salem-Keizer Public Schools supervisory salary schedule.

### **Evaluation:**

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

Salem-Keizer Public Schools is an equal opportunity employer.