

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

May 2018

Position Title: Multi Tiered System of Supports (MTSS) Instructional Intervention Coach	Department: Teaching and Learning
Immediate Supervisor's Position Title: Director of Teaching and Learning	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit: Northfield Education Association
Job Summary: Under the direction of the Director of Teaching and Learning, the MTSS Intervention Coach will support teachers in the continuous improvement process in reading and/or mathematics. The MTSS Intervention Coach will provide guidance to Professional Learning Communities implement the MTSS problem solving process The MTSS instructional coach will assist with building and state level assessments.in selecting and academic interventionsensur treatment integrity intervention.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	60%	Support core reading and math skills across the curriculum
<ul style="list-style-type: none"> • Help plan and implement building level staff development and observe and coach instructional consistency to support core reading and math skills across the curriculum • Support PLC data analysis through identification of data that informs instruction, creation of data documents, and understanding significance of results • Support the building and district level literacy and math teams and joint elementary PLC's • Coordinate building assessment process including curriculum assessments in reading and math, building and district level assessments including, but not limited to, MAP and MCA's 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	35%	
Lead and support the intervention process		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Assist PLCs in implementing problem solving process Recruit, train, and model for volunteer and staff interventionists the creation and/or implementation of intervention plans using appropriate materials Fulfill responsibilities of Internal Coach duties as outlined by Americorps Conduct fidelity checks on tier 1 reading and math interventions and progress monitoring Organize the referral process to the student support teams Help in the evaluation of the effectiveness of student intervention plans and make changes as necessary 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
5 and co	REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.A., M.A., etc.)
	less than high school diploma		BA or BS (MA preferred)
	High school diploma or GED.		Major field of study or degree emphasis:
	1 year college	2 years college	Education major or emphasis
	3 years college	x 4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level			
Doctorate level			<ul style="list-style-type: none"> Working knowledge of Multi Tiered System of Supports (MTSS) intervention
Required Work Experience in Addition to Formal Education/Training: N/A			
Required Supervisory Experience: N/A			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: K-12 teaching license	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE		Skilled in: <ul style="list-style-type: none"> Listening and communication skills Data collection method 	

WORK	<ul style="list-style-type: none"> • Knowledge of quality teaching strategies in reading and/or mathematics • Coaching supporting staff
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
N/A	0
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: N/A	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	N/A
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

Classification History:

- Created as *Response to Intervention (RtI) Coach* – March 2012
- Revised and renamed *Multi Tiered Systems of Support (MTSS) Instructional Coach* – September 2015
- Reviewed and updated – May 2018