

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2015

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Multi Tiered System of Supports (MTSS) Instructional Coach	<b>Department:</b> Teaching and Learning
<b>Immediate Supervisor's Position Title:</b> Director of Teaching and Learning	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> <b>D-6-2</b>	<b>Bargaining Unit:</b> Northfield Education Association
<b>Job Summary:</b> Under the direction of the Director of Teaching and Learning, the MTSS Coach will support teachers in the continuous improvement process in reading and/or mathematics. The MTSS Coach will provide job-embedded professional development and technical support to Professional Learning Communities and other school staff in implementing the MTSS problem solving process and selecting/implementing academic interventions and ensuring treatment integrity.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	60%	Support core reading and math skills across the curriculum
<ul style="list-style-type: none"> <li>• Help plan and implement building level staff development and observe instructional consistency to support core reading and math skills across the curriculum</li> <li>• Support PLC data analysis through identification of data that informs instruction, creation of data documents, and understanding significance of results</li> <li>• Continued PLC development of common formative assessments Instructional and Cognitive Coaching for teachers</li> <li>• Support the joint PLC</li> <li>• Coordinate building assessment process</li> </ul>		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	35%	
Lead and support the intervention process		
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>Assist PLCs in implementing problem solving process</li><li>Recruit, train, and model for volunteer and staff interventionists the creation and/or implementation of intervention plans using appropriate materials</li><li>Fulfill responsibilities of Internal Coach duties as outlined by Americorps</li><li>Conduct fidelity checks on tier 1 reading and math interventions and progress monitoring</li><li>Maintain RtI website for teachers with developed and tested interventions and support materials</li><li>Train new staff in implementing the problem solving and intervention processes</li></ul>		

Duty/Responsibility No:	3	Statement of duty/responsibility:  Performs other comparable duties of a like or similar nature as apparent or assigned
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Remains current with research and best practices in reading and/or mathematics through professional readings, trainings, workshop attendance, etc.</li><li>Serves on District committees and work groups, as requested</li></ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>			<b>DEGREE INFORMATION:</b>	
less than high school diploma			Type of degree: (B.A., M.A., etc.)	
			BA or BS (MA preferred)	
High school diploma or GED.			<b>Major field of study or degree emphasis:</b>	
1 year college		2 years college	Education major or emphasis	
3 years college	x	4 years college		
1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Working knowledge of Multi Tiered System of Supports (MTSS) and the problem-solving process</li> <li>Working knowledge of research-based and best practice academic interventions in reading and/or mathematics</li> </ul>	
2nd year graduate level				
Doctorate level				
<b>Required Work Experience in Addition to Formal Education/Training: N/A</b>				

<b>Required Supervisory Experience:</b> N/A	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> K-12 teaching license

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Listening ,written, and oral communication skills</li> <li>• Data collection and recording methodologies</li> <li>• Knowledge of quality teaching strategies in reading and/or mathematics</li> <li>• Coaching ,supporting and providing feedback to staff</li> </ul>
--	---

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
	N/A	<b>0</b>
<b>TOTAL</b>		<b>0</b>

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

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	N/A
--	-----

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	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:
<b>Sedentary Work:</b> 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