

## SOUTHERN COLUMBIA AREASCHOOL DISTRICT

<b>POSITION:</b>	<b>Multi-Tier System of Supports Coordinator</b>
<b>POSITION GOAL:</b>	Work collaboratively with administrators, school psychologist, curriculum coordinator, paraprofessionals, and classroom teachers to help assist students achieve academic success through the use of data collection and academic/behavioral screeners.
<b>TERMS OF EMPLOYMENT:</b>	Terms of employment in accordance with the Support contract.
<b>REPORTS TO:</b>	Director of Special Education

### **PERFORMANCE RESPONSIBILITIES:**

1. Organize and participate as a member of the child study team.
2. Organize the implementation of universal screening tools and monitor the fidelity of implementation of these assessments.
3. Compile, maintain, review and report data as required for the educational needs of district students.
4. Assist team members in analyzing student needs, grouping students and linking needs to appropriate interventions.
5. Support teachers in documenting interventions and student progress.
6. Assist in organizing resources to provide interventions at different grade levels.
7. Completes additional assessments as determined by the child study team.
8. Work with educational staff to identify differentiation /intervention strategies.
9. Maintains a compilation of interventions to be used in conjunction with the MTSS process.
10. Coach/support staff members on using computerized intervention and data collection systems.
11. Complete classroom observations as needed.
12. Attend professional development activities as determined by the administrative team.
13. Other duties as assigned by the administrative team.

The SCASD values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

14. Display empathy and positive regard for others in written, verbal and non-verbal communications.
15. Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
16. Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.

17. Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
18. Dress appropriately for a workplace with frequent customer service interaction and community outreach.
19. Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

**EVALUATION:** Performance will be evaluated annually by the Special Education Director

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS:** Associates Degree and two years of work experience and/or training, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties or a Bachelor's degree. Requires the use of general principles and techniques of clerical practices, including word processing, data input, and database application skills.