

## **CAMDEN ROCKPORT SCHOOLS**

### **JOB DESCRIPTION**

#### **MIDDLE SCHOOL INTERVENTION COORDINATOR**

##### **QUALIFICATIONS:**

1. Master's Degree Preferred, preferably in Reading, Math, Psychology or Special Education
2. Valid Maine teaching certificate
3. Ability to communicate knowledge effectively
4. Ability to create and sustain cooperative relationships with administrators, teachers and parents
5. Knowledge of research findings and recent trends in MTSS

**REPORTS TO:** Building Administrator

**JOB GOAL:** To coordinate aspects of the MTSS-program and support implementation of the MTSS process.

##### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinate the overall school Multi-Tiered System of Supports (MTSS) and ensure compliance with the state requirements.
2. Assemble student assessment data that drives Tier 2 and 3 interventions and track forward progress for all identified students.
- ~~3.~~ Articulate how MTSS fits into the vision and action plans of the school.
4. Build collaborative relationships with teachers, administrators, other staff, and parents.
5. Screen and benchmark new students as part of the enrollment process.
6. Demonstrate the use of multiple teaching and learning strategies and varied resources to meet identified needs of students and be well grounded in Differentiated Instruction.
7. Provide direct instruction to identified students at Tier 2 and Tier 3 level of intervention.
8. Coordinate and communicate with other MTSS team members to ensure consistency of program delivery and appropriate transitions.
9. Oversee parent communication from MTSS staff related to student progress within Tier 2 and Tier 3 interventions.
10. Plan, implement, and coordinate professional development opportunities related to testing, data interpretation, and appropriate intervention strategies.
11. Support building administrators and building leadership teams as they continue to implement MTSS, including taking or sharing lead roles in regularly scheduled Intervention Meetings.
12. Work collaboratively with the Assistant Superintendent to ensure a balanced approach to assessment.
13. Assess and streamline the MTSS record keeping system to streamline for easy access and interpretation.
14. Prepare data reports for IEP referral meetings and present findings to the IEP team and

to assist in decision making.

15. Work collaboratively with parents to inform them about MTSS and how it affects their children and the district instructional program.
16. Communicate and meet regularly with all peer groups, including teachers, administrators and specialists.
17. Assess the MTSS program throughout the year and make recommendations for adjustments in a timely manner to building administrator and Assistant Superintendent.
18. Annually update all district written and electronic documents regarding MTSS.
19. Collaborate with staff regarding research-based methodologies and recommend materials and resources for intervention.
20. Compile an end of the year report of MTSS for the school with recommendations for improving the program.
21. Perform other duties as assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures establishes by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability and integrity.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**History:** 08/31/11, 01/16/13

Approved: May 19, 2021