

# **TEHAMA eLEARNING ACADEMY**

## **JOB DESCRIPTION**

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**JOB TITLE: MTSS Coordinator**

**REPORTS TO: Superintendent or Designee**

**GENERAL SUMMARY:**

Under supervision of the Superintendent or Designee, the TeLA MTSS Coordinator is responsible for coordinating and providing educational intervention programs to identified students; coordinates support teams to assist in the implementation of RTI, 504 plans and other designated programs for student intervention in general education settings; assists in development and implementation of a consistent Multi-Tiered System of Support (MTSS) model of tiered intervention processes and procedures to address learning loss for Language Arts and Mathematics; coordinates and provides direct instruction using standards-based instructional materials and strategies; coordinates communication between support staff, general education staff, administration, and parents regarding referrals, support needs, and student successes; provides leadership, support, classroom modeling, coaching and staff development to teachers in areas related to literacy and numeracy development, including assessments; coordinates data collection and analysis. Works effectively with students of diverse backgrounds and assists teachers to increase student skills; interprets local, state, and federal policies and regulations; promotes effective relationships between the school and the community members to enhance a collaborative learning environment to promote student achievement in accordance with Tehama eLearning Academy and state policies and laws.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Understanding of Multi-Tiered System of Support (MTSS) as a framework to support academic, behavioral, and social-emotional learning for all students.
- Maintains confidentiality.
- Plans, prepares, and implements instructional activities for both online and onsite lessons that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Implement Universal Design strategies such as identifying, selecting, and modifying instructional resources to meet the needs of the students with varying backgrounds and learning styles, with general education.
- Experience or knowledge of Response to Interventions (RTI) providing direct intervention instruction.
- Testing site coordinator for CAASPP, ELPAC, Physical Fitness.
- Schedule and act as site coordinator for 504/SST.
- Collect, analyze and present data to drive instruction and decision making.
- Coach and support teachers with Tier 1 and Tier 2 interventions and strategies.
- Assist with management and support of student behaviors and support use of reset spaces.
- Develop, implement and modify curriculum in assigned subject areas according to students needs, industry standards and established guidelines; incorporate State academic standards and guidelines and expected students outcomes and current subject area standards.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Monitors daily student on-line attendance; completes weekly and monthly written attendance

- reports.
- Maintains effective and efficient record keeping procedures for attendance, student progress and grades.
  - Provides a positive environment in which students are encouraged to be actively engaged in the learning process, including monitoring student progress daily to ensure student's activities online meet the daily attendance and academic work requirements. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
  - Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis.
  - Positively interacts with onsite students during the school day.
  - Maintains supervision and discipline for students in their assigned area(s).
  - Communicates weekly with parents; documents student and parent contacts as needed.
  - Collaborates with peers to enhance the instructional environment. Models professional and ethical standards when dealing with students, parents, peers and community.
  - Participates in training and work related presentations addressing academic standards, student support structures and online teaching.
  - Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources, and work related meetings.
  - Reports to the Superintendent or Designee on a regular basis.
  - Performs other related duties as assigned.

## **EXPERIENCE AND EDUCATION**

Combination of experience and education may be utilized to perform this job successfully.

Minimum qualifications:

Teaching or Pupil Personnel Services Credential

Minimum of three to five years working in the field of education

Preference will be given to applicants with the following:

Administrative Credential

Master's Degree

Experience in alternative educational settings and technology based instruction.

Valid Driver's License

## **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## **TERMS OF EMPLOYMENT**

Salary based upon the TeLA Certificated Management Salary Schedule. Work schedule to be established by the Superintendent or Designee. (200 or 206 days)