



## Job Description

<b>Title: Multi-Tiered Systems of Support TOSA</b>	<b>FLSA Status:</b>	<b>Created: June, 2018</b>
<b>Supervisor: Executive Director, Pupil Services</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Department: Pupil Services</b>	<b>Bargaining Unit: Certificated</b>	<b>Approved:</b>

### JOB SUMMARY:

Under the direction and supervision of the Executive Director, Pupil Services the MTSS TOSA is responsible to collaborate with site leadership teams in the creation and ongoing implementation of academic and behavioral multi-tiered systems of support.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support site teachers and administrator with academic, attendance and behavioral data collection, entry and analysis.

Support site with creation and implementation of an at-risk student monitoring process – academic and behavioral process for monitoring student intervention needs and results.

Assist teachers in seeking out evidence-based strategies for targeted interventions for academics and behavior.

Assist site in creating tiered intervention systems for academics and behavior.

Provide low level behavior support as a Conscious Classroom coach.

Support school wide implementation of PBIS including Conscious Classroom Strategies.

Support implementation of school wide social emotional curriculum in collaboration with school counselor and teachers.

Support counselor with parent outreach and attendance support including SART meetings as appropriate.

Coordinate social/emotional/behavioral universal screening implementation at sites.

Participate in committee work related to the position.

Attend training as required for the position as directed by the Assistant Superintendent or Executive Director, Pupil Services.

Plan, coordinate and facilitate professional learning for teachers related to MTSS and student intervention processes/procedures.

Collaborate with staff at all levels to create and refine student intervention systems

Participate in an SST and 504 meetings as appropriate

Demonstrate comprehensive knowledge of California Common Core State Standards and effective intervention programs and practices

### OTHER DUTIES:

Confers frequently with Executive Director, Pupil Services, site Principals, site leadership team, site PBIS teams, PLC teams and Behavior Specialist regarding implementation of system of support including working with team on implementation of specific interventions.

Title

Maintains competence through self-selected professional growth activities.

Shares in sponsorship of student activities and participation in district committees.

**QUALIFICATIONS:**

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. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills/Ability to:**

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.

Ability to lift up to 50 pounds.

Ability to carry up to 50 pounds.

Moderate to high stress level.

**Licenses, Certifications and other Requirements:**

Holds a valid California Teaching Credential issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Attends annual Crisis Prevention and Intervention training

Participates in Scale Up MTSS Grant activities and training

Participates in Coaching training

**WORKING CONDITIONS:**

**Work Environment:**

- List type of work environment.

**Physical Demands:**

- List physical demands.

**Hazards:**

- List any hazardous conditions, if none exist delete section.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.