

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR-MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

BASIC FUNCTION

Under the direction of the Assistant Director – School Climate, Leadership, and Instructional Services, assists in planning, coordinating, and conducting professional development activities; provides consultation, coaching, guidance, and technical assistance to regional, county, or local district leadership teams to support the implementation of Multi-Tiered System of Supports (MTSS) and create equitable learning environments.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Organizes, schedules, and implements a variety of training programs, workshops, and meetings to meet the needs of state-wide MTSS participants; develops training materials; provides information, consultation, and technical assistance to county and local MTSS and PBIS leadership teams; develops curriculum to support the training of instructional staff.

Supports school districts in creating equitable instructional environments that support academic rigor, access, cultural relevance, and relationships for all students.

Plans and exchanges information with other professionals within the instructional area; acquires and delivers effective services within the program; serves as county representative for MTSS.

Participates in cross departmental collaboration to develop technical assistance for districts based on their unique needs.

Provides subject area expertise and technical assistance as needed; attends and participates in SCCOE recognitions.

Assists in the implementation of SCCOE grant project goals and objectives, including the Scaling Up MTSS grant.

Assists in the coordination of services to be provided by community-based agencies; coordinates training and implementation; maintains records pertaining to program services.

Provides technical information and assistance to the Assistant Director and Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental and divisional planning activities.

Develops supplemental materials and professional development for school districts based on information gathered at conferences and trainings.

Manages grant applications and provides support to districts, schools, and the SCCOE in applying for grant programs as assigned by position.

Prepares and maintains a variety of narrative and statical reports, records and files related to personnel and assigned activities.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Performs related duties similar to the above in scope and function as required.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Multi-Tiered System of Supports framework;
Positive Behavior Interventions and Supports framework;
Social Emotional Learning (SEL) models;
Recent developments, current research and evidenced based practices related to MTSS and PBIS, Continuous Improvement Science, Universal Design for Learning (UDL), and the Whole Child;
Pertinent federal, state, and local codes;
Basic procedures, methods, and techniques of budget control.

ABILITY TO:

Plan and conduct professional development activities/trainings;
Provide consultation and technical assistance to school-based leadership teams in the areas of data-driven decision making and progress monitoring;
Communicate clearly and concisely, both orally and in writing;
Collaboration and team building skills;
Understand and interpret pertinent federal, state, and local codes, policies, and procedures;
Communicate clearly and concisely, both orally and in writing;
Establish and maintain effective working relationships with those contacted in the course of work.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE

Master's degree in education, assigned instructional area, or related field;
Minimum of five (5) years of teaching experience;
Training or experience in MTSS and PBIS;
Minimum of three (3) years of administrative experience, including experience conducting professional development.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential
Valid California Teaching/Pupil Personnel Services Credential
Valid California driver’s license

WORKING CONDITIONS

ENVIRONMENT:

Office environment;
Driving a vehicle to conduct work;
Evening or variable hours to attend meetings or conferences.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials;
Sitting or standing for extended periods of time.

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Approved: Larry Oshodi
Director – Human Resources

Date

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Mary Ann Dewan
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Authorized: Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Date