

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR – MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS)

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, the coordinator assists in planning, coordinating, and conducting professional development activities; providing consultation, coaching, guidance, and technical assistance to regional, county, or local district leadership teams in the implementation of Multi-Tiered System of Supports (MTSS) by integrating and promoting Positive Behavior Interventions and Supports (PBIS), Social-Emotional Learning (SEL), Restorative Practices, and Trauma-Informed Practices.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Organizes, schedules, and implements a variety of training programs, workshops, and meetings to meet the needs of Local Education Agencies (LEA); develops training materials; provides information, consultation, and technical assistance to 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 and PBIS.

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 Santa Clara County Office of Education recognitions.

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 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.

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Creates and manages reports, records, and files on personnel and assigned activities for accurate grant, project, and service contract reporting.

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 other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCES:****KNOWLEDGE OF:**

Multi-Tiered System of Supports framework;  
 Positive Behavior Interventions and Supports framework;  
 Social Emotional Learning (SEL) models;  
 Collaborative for Academic, Social, and Emotional Learning (CASEL);  
 Restorative Practices;  
 Trauma-Informed Practices;  
 Evidenced-based practices related to MTSS and PBIS, Improvement and Implementation Science, and Universal Design for Learning (UDL);  
 Pertinent federal, state, and local codes;  
 Basic procedures, methods, and techniques of budget control.

**ABILITY TO:**

Plan and conduct professional development activities and 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;  
 Collaborate and utilize 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; minimum (3) years of administrative experience, including experience conducting

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Professional Development; Training or experience in Multi-Tiered Systems of Support (MTSS) and Positive Behavior Intervention Supports (PBIS).

**LICENSES AND OTHER REQUIREMENTS:**

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

\*Applicants enrolled in an Administrative Services Credential program may be considered.

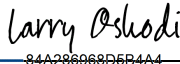
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Seeing to read a variety of materials;  
Walking, bending, reaching, standing, and stooping;  
Sitting for extended periods of time;  
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20lbs;  
Dexterity of hands and fingers to operate a computer keyboard;

Approved:	DocuSigned by:  <small>34A298068D6B4A4...</small>	12/11/2023   10:00 AM PST
	Larry Oshodi	Date
	Assistant Superintendent-Personnel Services	

- Revised 5/5/22: To make less specific around work and add more direction toward PBIS and school climate.
- Revised 11/30/22: Reworded and edited basic function, knowledge of, education and experience.
- Revised 12/7/23: Job duties updated.
- Revised 12/11/23: Added to Licenses and Requirements: Applicants enrolled in an Administrative Services Credential program may be considered.