



**Job Title:** **Coordinator of Multi-Tiered Systems of Support**

**Department:** Student and Family Support Services  
**Reports To:** Executive Director of Student and Family Support Services  
**Grade:** BG-08  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Overtime Status:** Exempt  
**Last Revised Date:** August 4, 2017

---

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The coordinator of multi-tiered systems of support (MTSS) is tasked with training, consulting and supporting administrators, teachers and school-based leadership teams to facilitate implementation of a multi-tiered system of supports at the district and school levels. Assistance activities include observation and feedback, modeling, interpreting data and other supportive assistance necessary to implement MTSS.

**Minimum Qualifications:**

- Master's degree and experience in school counseling or related field
- Administrative certificate is required

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

*Team Management and Use of Data:*

- Create a high achieving culture connected to program and district mission, vision and values
- Provide solutions for daily management issues
- Recognize direct reports on a regular basis and provides clear, actionable feedback
- Work with team and schools to deeply analyze student data (work samples, interim assessments, performance-based assessment) to determine how to work with team to better develop materials and provide necessary supports
- Identify data system to assist with progress monitoring
- Encourage and model skillful use of data to inform decision making

*Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS) Support to Schools:*

- Apply instructional expertise to improving the effectiveness of tier 2 and tier 3 interventions and practices in Tulsa Public Schools
- Assess needs of implementation of RTI and MTSS in schools and leads the development of resources to address those needs and increase quality of instruction
- Provide support and training for RTI and MTSS practices
- Develop research-based recommendations for instructional strategies, professional development and assessments to increase the quality of teaching and learning for interventions across the tiers
- Monitor the implementation of MTSS at the school level including both academic and behavior support systems.
- Maintain cooperative working relationships with parents, staff and other district personnel.
- Maintain effective and timely written and oral communication with parents, staff and other school personnel.

*Managing Inter-Departmental Partnerships and Leveraging Expertise:*

- Set vision and create buy-in for RTI and MTSS work across central departments and teams
- Plan strategically and manages complex work streams to ensure success of overall RTI and MTSS work with ambitious performance measures for individual projects while leverages partners from across Tulsa Public Schools
- Create detailed timelines and project plans; assess and tracks progress and communicate progress and outcomes to a range of stakeholders; ensure direct reports are held accountable to results and outcomes
- Work collaboratively with instructional leadership directors, counseling team and curriculum and instruction team

- Monitor process to ensure compliance and adherence to district procedures, state guidelines and federal regulations
- Coordinate MTSS staff development activities for school based and district personnel
- Communicate monthly with district leadership team

*Skills and Abilities Required:*

- Knowledge of MTSS model and implementation of an MTSS model in school settings
- Academic and behavior interventions to support high-quality instruction for all students and to meet student's individual needs
- Knowledge of measurement tools for various levels of assessment; including adaptive and curriculum-based measurement
- Ability to communicate a data-driven discussion and evidence-based practices
- Maintain professional competence through professional reading and attending appropriate workshops, courses and conferences in keeping with the needs of students and in accordance with district guidelines
- Perform other tasks, duties, or services consistent with this position as assigned

*Other:*

- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Supervisory Responsibility:**

- Directly supervise the district's behavior coaches

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*