

## MTSS District Coordinator Job Description

The MTSS district coordinator is responsible for supporting and facilitating COMTSS efforts across the district, and also complying with grant requirements.

Responsibilities include:

- Planning, creating the agenda for, and facilitating monthly district MTSS meetings (first Monday of the month, 4:30-6pm); completing additional tasks assigned between meetings
- Maintaining and updating action planning and communication planning documents
- Planning, creating the agenda for, and facilitating monthly school MTSS coordinator meetings (fourth Monday of the month, 4:15-5:15); completing additional tasks assigned between meetings as needed
- Checking in with and coaching school MTSS coordinators, as needed
- Weekly check-in coaching sessions with regional MTSS coordinator and CDE MTSS specialist (1 hour/week) and additional communication as needed
- Attending and participating in monthly regional MTSS meetings (some virtual, some in person); completing additional tasks assigned between meetings as needed
- Ensuring grant requirements are completed and reported on time, including District Capacity Assessment administration, School Fidelity Tool administration, budget planning and reporting, look-for observation tool, P-12 FSCP rubric, etc.
- Regular communication and collaborating with the District Accountability Committee and Colorado Education Initiative (Stronger Connections grant)
- Presentations to the school board twice a year (October and March)
- Ongoing training and professional development in COMTSS