



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: MTSS-B Intervention Coordinator

Position Type: Certified	Department: School
Salary Schedule: Certified	Reports to: Principal
Salary Range:	Location: School
Term of Employment: 9 months	Date: January 27, 2025
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

The MTSS Behavior Intervention Coordinator supports the implementation of Multi-Tiered Systems of Support in an assigned building specializing in Tier 2 behavior identification and resource alignment. They are responsible for monitoring student progress toward targeted goals in collaboration with the Administration, support staff, and classroom teachers. In pursuit of collective efficacy and student achievement, the MTSS Behavior Specialist is responsible for Tier 2 intervention delivery for a minimum of .4 of the work day.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL FUNCTIONS:

- Provides direct behavioral support for essential academic and social behaviors to students using explicit, systematic approaches for a portion of the work day.
- Partners with Administration in maintaining schoolwide prevention.
- Supports the creation and implementation of a Tier 2 behavior intervention menu with entry and exit criteria.
- Ensures the effective operation of a Tier 2 behavior team that addresses student intervention needs on an ongoing basis.
- Closely monitors student data including academics, behavior, and attendance to support schoolwide prevention, intervention, and remediation decision-making.
- Establishes and maintains clear roles and responsibilities for collaborative team-led behavior interventions vs. leadership team-led interventions at Tier 2.
- Provides ongoing coaching, modeling, and training to build teacher capacity in behavior management.
- Maintains detailed records on interventions, student attendance, and academic progress using Panorama.

- Participates in school-wide behavior team meetings that address prevention through monthly action plans to sustain a positive climate and safe learning environment.
- Works with Administration to ensure campus wide student surveys are administered with fidelity and uses student data for decision making.

MARGINAL DUTIES:

- Assists other school personnel in completing work activities and projects as assigned related to MTSS or Tiered Support.
- Completes other job-related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability to analyze quantitative and qualitative data to inform instructional decisions.
- Proficiency with technology including informational databases, assessment programs, and data analysis software.
- Strong record-keeping and organizational skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality of student information.
- Ability to collaborate and work effectively in team settings.
- Ability to apply concepts of math, reading theory, and educational psychology.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by the Arizona Department of Education.
- Bachelor's degree in Education from an accredited college or university.
- SEI endorsement.

EDUCATION AND/OR EXPERIENCE:

- Must hold a Bachelor's degree (BA) from a four-year college or university.
- Must have a minimum of four years of effective teaching experience.
- Knowledge of MTSS frameworks, evidence-based interventions, and educational assessments.

LANGUAGE SKILLS:

- Demonstrate the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrate the ability to write routine reports, correspondence, and procedure manuals.
- Demonstrate the ability to speak effectively before groups, including the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Can apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Can read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.