

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator, Multi-Tiered Systems of Support For Behavior (MTSS-B)	<b>REPORTS:</b>	Director, Health Services
<b>DEPARTMENT:</b>	Health Services	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	October 21, 2021	<b>SALARY:</b>	Range 23

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**BASIC FUNCTION:**

Assists in implementing District MTSS-B program for K-12 schools. Under the direction of the health services director or designee this position provides leadership in the coordination and implementation of the District's MTSS-B program, including technical assistance to school site administrators and staff as they implement MTSS-B. The coordinator will work directly with the K-12 intervention counselors and other applicable personnel to implement differentiated strategies that are designed to increase student social and behavioral learning.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

**MINIMUM REQUIREMENTS:**

Plans, schedules, and helps conduct professional development and training necessary to implement District MTSS-B program. (E)

Participates in meetings, conducts, and chairs meetings with school and District staff. (E)

Works in conjunction with school and District staff to analyze and interpret MTSS-B data for the purpose of progress monitoring District MTSS-B program implementation. (E)

Assists in the supervision and evaluation of personnel in the MTSS-B program. (E)

Collaborates with K-12 intervention counselors and other applicable personnel to analyze student progress relative to social, emotional, and behavioral standards as a vehicle to improve instruction and student learning. (E)

Supports K-12 intervention counselors with the implementation of intervention support services to identified students. (E)

Supports K-12 intervention counselors in the utilization of core Social Emotional Learning (SEL) curriculum and supplemental SEL materials. **(E)**

Provides training for administrators, K-12 intervention counselors, leadership teams, PBIS coaches, and teachers in monitoring of MTSS-B program supports and services. **(E)**

Supports intervention counselors in implementation of tier 1, tier 2 and tier 3 MTSS-B implementation and related services. **(E)**

Communicates with parents/guardians in a positive and constructive manner. **(E)**

Collaborates with community agencies and other District departments to ensure a successful referral process. **(E)**

Maintains an updated working knowledge of laws, regulations, and board policies related to guidance and counseling services provided within K-12 schools. **(E)**

Assists administration in planning, organizing, and implementing school-wide program for student safety and well-being to ensure positive learning environment. **(E)**

#### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Possession of a valid California pupil personnel services credential or valid California teaching credential. Possession of a valid California administrative credential authorizing service as an administrator is required.

Master's degree from an accredited university/college in a related field.

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Knowledge of MTSS-B and Positive Behavioral Interventions and Supports (PBIS) within K-12 schools;
- Knowledge of effective behavioral interventions; and
- Knowledge of and experience in the use of counseling and guidance techniques with students.

##### **Ability to:**

- Ability to work effectively with school staff, students, and parents; and
- Ability to compose written communication in an appropriate and timely manner.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Subject to frequent interruptions and extensive contact with staff, parents, students, and public; and
- Indoor and outdoor environment.

**Physical Demands:**

- Bending at waist, kneeling or crouching and reaching to retrieve and maintain files and records;
- Reaching overhead, above shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare and process documents;
- Sitting and standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

**Hazards:**

- Extended viewing of computer monitor; and
  - Working around and with office equipment having moving parts.
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I have read the above position description and fully understand the requirements set forth therein. i hereby accept the position of Coordinator, Multi-Tiered Systems of Support for Services Behavior (MTSS-B) and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

Board Approved: October 21, 2021