



**COORDINATOR I – MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)
ALTERNATIVE EDUCATION**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Alternative Education

ESSENTIAL FUNCTIONS:

1. Overall management of the Response to Intervention framework (behavioral, social-emotional, and academic) for the Kern County Superintendent of Schools (KCSOS) Alternative Education Division. Including providing training and technical assistance in order to maintain and develop MTSS systems across the division.
2. Supervise and evaluate assigned staff.
3. Coach, train, and work collaboratively with site PBIS teams and office administrators.
4. Offer MTSS, PBIS, SWIS, restorative practices training, technical support, and professional development to staff.
5. Document and support MTSS practices throughout Alternative Education through site visits, interviews with staff, administrators, students, parents, and school community partners.
6. Connect teams to necessary resources for successful implementation of MTSS.
7. Provide one-on-one consulting with teachers and school staff in need of additional support around the implementation of PBIS.
8. Assist teaching staff in the classroom management approaches that support MTSS.
9. Work with school sites to develop PBIS lead persons, or leadership times who take the lead in promoting and building PBIS practices and culture shift at their respective work sites.
10. Model problem solving strategies with teaching staff and student support service teams in bringing together members of the school community who were impacted by harmful behavior.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:

1. Knowledge of California standards for the teaching profession, California Administrator Performance Expectations, and California Professional Standards for Educational Leaders.
2. Knowledge of, and willingness to stay abreast of current trends, innovations, and practices in MTSS/PBIS.
3. Establish and maintain effective collaborative relationships with staff, community partners, and local and state agencies.
4. Knowledge of fundamental principles in staff development, including oral presentations utilizing digital equipment and presentation software.
5. Strong communication skills.
6. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
7. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Proven ability to work collaboratively.
3. Proven ability to develop evidence-based prevention and intervention practices.
4. Ability to work effectively with diverse individuals and groups.
5. Ability to effectively structure, organize, and prioritize tasks and job duties to ensure deadlines and objectives are met.
6. Proven ability to serve at-risk students with diverse needs.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold or be eligible for a valid Administrative Services Credential.
2. Master's degree from an accredited college or university.
3. California Teaching Credential(s) or Pupil Personnel Service Credential (PPS).

B. Experience:

1. Experience with the implementation of MTSS/PBIS and/or school climate frameworks at the school site or district level.
2. Successful experience in a leadership role at a school site or district office desired.

CP: rn

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