



POSITION DESCRIPTION

General Education Psychologist and MTSS Coordinator

POSITION TITLE:	General Education Psychologist and MTSS Coordinator
REPORTS TO:	Deputy Superintendent and Assistant Superintendent of Elementary Instruction
Primary Function:	Responsible for MTSS coordination and guidance and monitoring of services K-12

QUALIFICATIONS - Education & Experience

1. Valid State of Michigan School Psychologist License.
2. Master's Degree, preferred.
3. Minimum of 3-5 years of experience, preferred.
4. Experience with interventions and knowledge of diagnostic and progress monitoring tools.
5. Experience with Social Emotional Learning within the school setting.
6. Knowledge of reading development.
7. Knowledge of MTSS and use of data to drive instruction.
8. Demonstrated leadership and success in staff development with an ability to work effectively with individuals and groups.
9. Knowledge in the area of instructional methods and theory.
10. Problem solving and conflict resolution skills.
11. Leadership skills and desire to work as part of a team.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. MTSS coordination of services K-12.
2. Guiding building principals and building MTSS teams (K-12) to reflect on MTSS through the SAM (Self-Assessment of MTSS Implementation) and identify areas of growth.
3. Facilitation of the implementation and use of Educlimber and Illuminate with building principals and school personnel.
4. Ensure fidelity of MTSS through program evaluation.
5. Coordinate the use of data across the district by working closely with the data specialist, building principals and MTSS school teams.
6. Work with specialists, instructional coaches and coordinators to align appropriate interventions with deficit areas.
7. Fidelity checks of interventions.
8. Test students within the MTSS process when acceleration is being considered.
9. Perform other duties, as assigned.
10. Provide input and guidance on screening diagnostics

progress monitoring assessments and their effectiveness.

Working Environment/Conditions

While performing the duties of this job, the employee is regularly required to walk, stand, sit, speak and hear. Specific vision abilities required by this job include close vision, color vision, and depth perception. The position will require computer work, involving repetitive hand movement and close vision. The work environment(s) for this position will consist of several different settings, including an office and school buildings. Work is performed primarily indoors but may include some outdoor activities.

Employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. *(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. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned). The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities.*

11/01/18