

ISD MTSS Coordinator Position Description

The ISD MTSS Coordinator role is designed to work with ISD leaders to organize and attend to regional MTSS Scale-Up efforts to effectively meet the needs of the districts/schools within the county or region. This role is also designed to take the lead on summarizing MTSS data that are being collected across districts/schools to support adjustments to the ISD's MTSS plans and decisions.

Skill Sets

MTSS Knowledge and Experience

- Technical knowledge and MTSS implementation experience that is aligned to the MDE MTSS Practice Profile
- Knowledge of effective implementation practices supported by implementation science
- District Capacity Assessment concepts
- Capacity, scale-up (reach), fidelity, and student assessments to inform ISD MTSS planning and evaluation needed to continuously improve MTSS efforts
- Ability to discern scientifically valid practices, informed theories, and disproven practices and utilize relevant research

Leadership Skills

- Ability to recommend procedures and problem resolutions based on evidence and knowledge of the ISD administrators and executive leaders' viewpoints
- Ability to establish and maintain effective relationships, under varied conditions, with ISD leaders, consultants and a variety of people internal and external to the organization
- Motivation to lead others in the accomplishment of a task
- Desire to serve as a champion of regional MTSS efforts while also possessing the willingness to delegate assignments and responsibility to determine how a task can most appropriately be accomplished, and to establish mechanisms for follow-up to ensure tasks are completed
- Ability to identify and initiate a process to address technical and adaptive challenges impeding MTSS scale up efforts

Communication and Organization Skills

- Effective written and verbal communication skills (e.g., proactive, provides enough information for a clear description of what is being communicated)
- Ability to present ideas effectively that match context and audience needs

- Ability to effectively communicate with ISD consultants, ISD and LEA leadership, and MiMTSS TA Center staff to better understand the existing MTSS implementation efforts, ongoing needs, and potential professional learning supports offered by the MiMTSS TA Center, or others, that could be leveraged to further MTSS scale-up efforts
- Facilitation skills needed to successfully manage time and support productivity while also exercising flexibility and adaptability in response to needs
- Experience with creating a reflective and safe learning/collaborative environment
- Willingness and openness to feedback
- Organizational skills to manage multiple projects

Responsibilities

- Coordinate the development and ongoing use of an ISD MTSS Plan
- Convene a team of individuals with diverse perspectives who work across ISD departments that are responsible for the development of and activities outlined in any ISD MTSS Plan(s) to discuss accomplishments, implementation challenges, and data to inform the plan
- Use team meeting procedures (e.g., co-created agenda, shared facilitation, minutes, action items) to facilitate efficient and effective meetings
- Meet with ISD administrators to communicate challenges associated with carrying out activities outlined in ISD MTSS Plan(s) and possible solutions for leaders to address the challenges
- Contribute to ISD staff professional learning specific to an MTSS framework that aligns with group and individual staff needs and supports ISD staff in seeing themselves as critical in supporting local MTSS implementation efforts
- Participate in conversations with ISD leaders about how to leverage existing staff and ensure they have the supports and time needed to take an active role in regional MTSS efforts
- Collaborate with other ISD MTSS lead(s) (e.g. SEB MTSS, Reading MTSS, Early Childhood PBIS)
 - Develop staff learning plans to ensure staff from each topic area have the knowledge, skills, and implementation experience to serve in specific role(s) including training, coaching, and data coordination to support local MTSS implementation efforts
 - Analyze fidelity and outcome data specific to the topic area
 - Identify opportunities to bring implementers from across the region together to learn from one another, specific to each topic area/role to support MTSS efforts (i.e. SEB school coach regional event, District MTSS Coordinator Networking events, etc.)
- Determine need, fit and readiness for local districts to engage in District Implementation Infrastructure efforts to develop the systems necessary to sustain MTSS implementation efforts
- Ensure that ISD and local district staff have the time, space and resources needed to engage in data based decision making to inform continuous improvement efforts for MTSS
- Organize MTSS reach, capacity, implementation, and impact data and develop an ISD MTSS Annual Report that will be shared with internal and external stakeholders

- Participate in the ISD MTSS Coordinator Community of Practice
- Use knowledge of available MTSS technical assistance and MDE MTSS guidance/ resources available to the ISD and local districts to further inform ISD's MTSS Plan(s).
- Use the MiMTSS Data System to access MTSS-related data used to inform updates to an ISD MTSS Plan and MTSS Annual Report

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