

JOB DESCRIPTION
Cumberland County School District

RTI² Coordinator

Purpose Statement

The job of RTI² Coordinator was established for the purpose/s of coordinating all Response to Intervention (RTI²) planning and implementation; providing information and guidance to teachers and schools; implementing and maintaining services within established guidelines and standards; directing data collection to determine program effectiveness; training existing and new employees in implementing the model, leading school data teams, and providing supervision as needed and/or assigned.

This job reports to the Principal

Essential Functions

- Coordinate the collection and analysis of relevant data, including universal screeners, academic risk indicators, and treatment integrity. Assist school in preparing and administering screeners, interpreting the data gathered, determining tier two and tier three interventions groups, and remediation/enrichment groups.
- Monitor implementation of the RTI² process to ensure that the model and intervention are implemented with fidelity. Understand and analyze stakeholder opinions about the RTI² process.
- Assist schools in developing and sustaining their secondary and tertiary interventions to meet at-risk students' needs.
- Collaborate with staff to address and problem-solve issues or questions about implementing the RTI² model.
- Participates in or leads meetings, workshops and seminars with school staff on RTI² processes.
- Collaborates with others (e.g. teachers, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates RTI² program components, support needs, and materials for the purpose of meeting student needs while complying with district and/or program guidelines.
- Maintains a variety of detailed records in a variety of written and electronic formats for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to school and community groups for the purpose of promoting the RTI² program, gaining feedback, and complying with established internal controls.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; monitoring activities; planning; problem solving; and supervision.

KNOWLEDGE is required to perform basic math including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to RTI²; best practices in literacy instruction; community resources; and district policies and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operates equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelor's degree in job related area.

Requirement

This is a certified position.

Certificates & Licenses

Valid Tennessee Teaching

Continuing Educ./Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade