

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: RTI Coordinator

Department: Instruction & Curriculum

Date: July 2018

**Reports To: Director of Teaching, Learning
and Innovation**

Grade: 503C

Calendar: 220 day

Purpose of Job

Supports the Director of Teaching, Learning and Innovation with the ongoing development and improvement of the Response to Intervention and Instruction (RTI²) framework in schools. Serves as a thought leader and problem solver to ensure collaborative work among team members.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. Other duties may be required and assigned.

Participate in professional learning with content leaders and professional organizations at the state, regional and national levels in order to keep abreast of current policy and procedure related to intervention practices and uses that knowledge to help shape district practice.

Identify and prioritize issues related to RTI² Framework, ensuring appropriate response to needs of students, interventionists, and schools, by aligning work with the strategic goals of the district. This work may include direct alignment with specific school(s) to gain insight into current practice in order to seek opportunities for improved alignment, embedded practice, and increased efficiency.

Assist Central Services staff in researching, identifying, and selecting resources, including a universal screening measure and other curricular resources through knowledge of various assessment types (universal screening, diagnostic, progress monitoring) and their purpose. Provide or secure training support for screening tools and assessments.

Develop expertise in the use of a Universal Screening measure to include assessment administration, data disaggregation and decision-making around student placement.

Work with the technology department to develop and maintain effective and efficient data collection/housing methods.

Create processes, procedures, protocols, and associated documents for monitoring student progress that provides consistency in RTI² implementation.

Collaborate with district-level curriculum and instruction and special education staff to align guidance and connect work between departments.

Share data with Director of Teaching, Learning and Innovation, CMCSS Board and others, as required.

Plan, direct, support, coordinate and evaluate professional learning opportunities for intervention teachers, administrators and school psychologists to ensure each have adequate expertise to support students in closing the gaps in their identified learning needs.

Provide follow-up for faculty and staff who participate in professional learning activities to assure skills are implemented with fidelity in the classroom.

Assist in the creation, collection, maintenance, and sharing of a repository of resources for intervention teachers to access once learner needs are identified.

Provide parent opportunities to build understanding of the RTI2 framework and their role in supporting student success.

Supervisory Responsibility

Does not directly supervise any individuals.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree from an accredited college or university
- Minimum credential of teaching or school service personnel license
- Minimum five years successful experience
- Demonstrated record of success in leading strategic educational initiatives

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of RTI Coordinator. Has general knowledge of RTI Coordinator practice, as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations and technical skills. Passionately believes all students can achieve at high levels. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephone, computer, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e., staff, supervisors, general public and officials) beyond giving and receiving instructions, such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk (expressing or exchanging ideas by means of spoken words) and/or hear (perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date