

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

MTSS Facilitator

Supervisor: Director of Student Support
Services

Director of Elementary
Education

FLSA Status: Exempt

Employee Group: Certified

Qualifications:

1. Valid Illinois Professional Educator License
2. At least five years successful classroom teaching experience at the elementary level.
3. Experience with the MTSS process
4. Knowledge of various interventions

Terms of Employment:

- Nine (9) month teacher contract unless otherwise specified

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Work to develop, implement, and sustain our MTSS framework.
2. Facilitate building MTSS meetings utilizing the MTSS diamond.
3. Analyze and utilize student and teacher data to guide data-based decision making and enhance direct instruction with principal, general and special education teachers, and Professional Development Specialists.
4. Consults with principals, teachers, special education staff, Professional Development Specialists, Director of Student Support Services, and Director of Elementary Education on a regular basis to develop and oversee appropriate academic and social emotional programs/interventions, differentiation, and goals for all students as related to the MTSS diamond.
5. Work with the Director of Elementary Education, Director of Student Support Services, Building Principals, and Professional Development Specialists to determine and provide professional development needs within the building.

6. Facilitate a continuum of professional development opportunities related to MTSS components and coach and model exemplary evidence-based instruction and interventions as needed.
7. Oversee intervention, acceleration, and retention plans for students.
8. Compile reports as needed.
9. Attend trainings as required related to the job assignment.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.