



MTSS Coordinator
6/2026

SECTION I: GENERAL INFORMATION

Position Title: <i>MTSS Coordinator</i>	Department: <i>Academics and Student Support Services</i>
Immediate Supervisor's Position Title: <i>Director of Curriculum and Academics</i>	FLSA Status: Exempt
Job Summary: <i>The MTSS Coordinator provides leadership for STRIDE Academy's Multi-Tiered System of Supports (MTSS) framework, organizational data systems, and continuous improvement efforts. The position works collaboratively with school leaders and staff to ensure decisions are guided by data, interventions are effective, and support systems are aligned to improve student outcomes.</i> <i>The MTSS Coordinator serves as STRIDE Academy's lead facilitator for data-driven decision making, supporting staff in the effective use of EduClimber and other data systems while helping develop and sustain strong academic, behavioral, attendance, and social-emotional support structures.</i>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead implementation and continuous improvement of STRIDE Academy's MTSS framework.
- Coordinate academic, behavioral, attendance, and social-emotional intervention systems.
- Promote and support a culture of data-driven decision making.
- Lead organizational use of EduClimber and other student data systems.
- Facilitate regular data review and problem-solving meetings.
- Assist staff and leadership teams in analyzing and using data to improve student outcomes.
- Develop and maintain reports, dashboards, and data tools to support decision making.
- Coach and support staff regarding MTSS practices, interventions, and progress monitoring.
- Design and facilitate professional learning related to MTSS, data use, and continuous improvement.
- Collaborate with principals, assistant principals, instructional coaches, interventionists, and student support staff.
- Facilitate development and monitoring of MTSS action plans and implementation goals.
- Serve as STRIDE Academy's designated MnMTSS Coordinator and primary contact for grant-related requirements.
- Coordinate required grant documentation, reporting, and professional learning activities.
- Support implementation of organizational initiatives through the MTSS framework.
- Develop systems that promote long-term sustainability of MTSS practices.
- Perform other duties as assigned by the Director of Curriculum and Academics.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Master's Degree Required	
	less than high school diploma		Major field of study or degree emphasis: • Educational Leadership • Curriculum and Instruction • Special Education • School Psychology • Educational Administration • Data Analytics • Related Educational Field
	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1 st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Multi-Tiered Systems of Supports (MTSS) • Data-Driven Decision Making • Educational Data Systems and Data Warehouses • EduClimber or Similar Data Platforms • Progress Monitoring and Intervention Systems • Continuous Improvement Processes • School Improvement Planning
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: <i>Minimum three (3) years of successful educational experience.</i> <i>Experience utilizing student data systems and educational data.</i> <i>Experience leading teams, coaching staff, or supporting school improvement efforts preferred.</i>			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: • Valid Minnesota Teaching License required. • Minnesota Administrative License preferred. • MTSS, PBIS, RTI, instructional coaching, or related training preferred.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Data analysis and interpretation • Educational data warehouse utilization
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	• EduClimber reporting and data management • Coaching and collaboration • Professional development facilitation • Problem solving and systems thinking • Communication and presentation skills • Strategic planning and organization • Continuous improvement leadership
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
		0
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Schoolwide influence and leadership responsibilities supporting all instructional, intervention, student support, and leadership personnel participating in MTSS systems, data review processes, and continuous improvement initiatives.	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: The essential duties of the position are primarily performed in a school environment and may occasionally involve exposure to student behavioral escalations, communicable illnesses, moderate noise levels, and outdoor weather conditions associated with school operations and events.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear			X	
Taste or smell				
Physical (Lift & carry): up to 10 pounds				
up to 25 pounds		X		
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows: The position requires a combination of sitting, standing, walking, presenting information, facilitating meetings, coaching staff, analyzing data, and moving throughout school facilities during the course of the workday.	
Sedentary Work:	

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History

Date Board Adopted: _____