



## ALMA PUBLIC SCHOOLS JOB POSTING

**TITLE:** Building MTSS Coordinator - DLPMS  
**REPORTS TO:** Jennifer Huntoon, Building Principal

### QUALIFICATIONS:

- Bachelor's degree and or advanced training or demonstrated skill and experience in the area of academic, behavioral or family intervention support.
- Demonstrate experience in the improvement of student achievement
- Have working knowledge of best practice strategies and be able to make research-based decisions

### JOB SCOPE:

- Building MTSS Coordinator shall establish positive working relationships with students, staff and families to support academic and behavioral success at school.
- Be able to set, manage and coordinate multiple priorities, and prepare concise and accurate written communications and reports.

### MAJOR DUTIES:

- Effectively utilize our student discipline and behavioral systems to support at-risk student success.
- Develop and provide support to students and families using research-based intervention strategies.
- Effectively communicate with families regarding discipline issues involving identified at-risk students and assist in the development and implementation of plan supports.
- Meet with families and teachers to develop academic improvement plans for struggling students.
- Monitor student attendance and discipline data to identify at-risk students and create intervention strategies to prevent behaviors that negatively impact school success.
- Collaborate with the building Principal on progress monitoring the overall success of school-wide behavior expectations.
- Collaborate with the District Board Certified Behavior Analyst (BCBA) to develop and implement student plans.
- Utilize various assessments and diagnostic screener results to make informed decisions. Use the data collected to develop supports for identified students
- Coordinate data collection and create reports for BIT/DIT as requested.
- Facilitate Student Study Team processes & subsequent meetings.
- Other duties as assigned.

**COMPENSATION:** Alma Public Schools Salary Schedule A

**BEGINNING DATE:** 2023-2024 school year

**APPLICATION:** Interested persons should send materials to Yvonne Neyer, Human Resource Director, at [yneyer@almaschools.net](mailto:yneyer@almaschools.net). Please call (989) 466-7526 with any questions.

**DATE OF POSTING:** 08-15-23

**DEADLINE DATE:** 08-21-23

  
Stacey Lubera-Criner, Superintendent

8-15-23  
Date

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER