

Liberty Tech Charter School
119 Price Road
Brooks, Georgia 30205
770-461-0005
www.libertytechcharter.org



Part-Time MTSS Coordinator

Description: To develop, lead, implement, monitor, and collaborate with other educators in the school implementation of the MTSS intervention framework. Provide knowledge, guidance, and support to administrators, general education teachers, and Student Support Services staff for students with academic and/or behavioral challenges in the area of professional development, programming, and resources to increase student achievement.

Required Qualifications:

Master's Degree in Education from accredited college or university
Minimum of 5 years' teaching experience
Understanding of Multi-Tiered System of Supports
Excellent oral, written, and interpersonal communication skills
Ability to work effectively with students, parents, staff, and the community

Summary of Essential Duties & Responsibilities:

Demonstrate prompt and regular attendance
Oversee and provide knowledge, guidance, coaching, and support to building level administrators, general education teachers and Student Support Services staff on MTSS implementation
Provide direct services as follows:

- Train and provide ongoing support to school leadership teams and teachers on the MTSS framework as well as evidence-based practices and interventions
- Implement & sustain an effective MTSS framework
- Analyze and utilize student and teacher data to guide Data-Based decision-making conversations to help teachers provide direct instruction, small group activities, and interventions with the goal of increasing student achievement.
- Review and utilize LTCS' Student Code of Conduct to support teachers in identifying student needs and providing appropriate behavioral interventions.
- Conduct MTSS meetings with grade levels to review data and determine how to best meet the needs of all students as needed
- Schedule and conduct SST meetings with teachers, parents, and students when appropriate on a regular basis
- Provide progress monitoring tools for teachers
- Ensure that interventions are done with fidelity, goals are set and monitored, and data is consistently gathered and reviewed.
- Assist teachers to identify targeted goals and interventions for students receiving Tier II and Tier III supports.

- Maintain accurate records of all meetings, including but not limited to dates, goals, interventions, progress monitoring data, and those in attendance.
- Perform other professional duties and responsibilities as assigned by the principal or designated school administrator.

Physical Demands

There may be physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Vision, hearing, and verbal communications are essential functions of teaching positions.

Reports to: Principal and/or the designated administrator

Salary:

Salary is comparable to other local school system's salary scales. Due to this being a part-time position, there are no health insurance, flexible benefits, or retirement plan benefits.

External Applicants:

Complete application packet consists of:

- Letter of interest that refers to the desired position
- Current resume
- Completed application <https://www.libertytechcharter.org/hiring.html>
- Copies of all valid professional certificates (as applicable for the position)
- Include any professional or personal reference letters
- Send all application packet items to Melissa King at melissa.king@libertytechcharter.org

Liberty Tech Charter School is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies.