



JOB DESCRIPTION

JOB TITLE

District MnMTSS Coordinator

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: District Superintendent

Collaborates with: Principal - Online High School, Principal - K-8 Online School, Principal - In-person, Special Education Manager, Student Support Services Manager, Teaching & Learning Coordinator, and the District Leadership Team (DLT).

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

District-wide position supporting both the Online Program (K–12) and the In-Person Program (PreK–8).

JOB SUMMARY/PURPOSE

The District MnMTSS Coordinator leads the implementation of the Minnesota Multi-Tiered System of Supports (MnMTSS) framework as a systemic, district-wide continuous-improvement effort across both CCS programs. The Coordinator builds and sustains the infrastructure, data practices, family and community engagement, multi-layered supports, and assessment systems that ensure positive social, emotional, behavioral, developmental, and academic outcomes for every student. This position incorporates and elevates the responsibilities of the Online MnMTSS Lead: in addition to district-wide coordination, the Coordinator continues to carry the school-level MnMTSS leadership duties for the Online Learning Program. The Coordinator also serves as the primary internal point person for the MnMTSS Infrastructure Development Grant and ensures all grant requirements and deliverables are met.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
 - Ensuring every student has access to the right level of academic, behavioral, and social-emotional support exactly when they need it.
 - Creating an equitable, data-informed environment where barriers to learning are quickly identified and addressed across both online and in-person formats.
- **For Staff & Community:**
 - Empowering educators with clear, actionable data and systemic frameworks to support student success rather than relying on isolated interventions.
 - Engaging families as true partners in the multi-tiered support process, nurturing shared responsibility for student outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Online Program MnMTSS Lead Responsibilities (School-Level)

- Lead and coordinate the school-level multi-tiered system of supports for the Online Learning Program.
- Manage school-level tiered interventions within the online program.
- Coordinate universal screening for the online program, including administration windows and follow-up.
- Facilitate weekly online MTSS meetings.

Grant Coordination & Compliance

- Serve as the district's primary point person for the MnMTSS Infrastructure Development Grant, ensuring all grant requirements, deliverables, and timelines are met.

- Attend monthly grant coordinator community-of-practice meetings and schedule/prepare for quarterly meetings with the Regional MnMTSS Lead and Statewide Team.
- Facilitate District Leadership Team and school leadership team attendance at COMPASS professional learning.
- Maintain documentation, reporting, and evidence of progress for grant accountability.

Component 1 — Infrastructure for Continuous Improvement

- Build and sustain the physical, relational, and procedural structures that allow MnMTSS work to be installed, sustained, and improved independent of any one individual.
- Facilitate development and maintenance of the district MnMTSS handbook.
- Coach principals and school leadership teams on action plan development and progress monitoring.
- Coordinate the SEMI-DLT and SEMI-SLT self-assessment administration, analysis, and resulting action planning.

Component 2 — Family and Community Engagement

- Support equitable family and community partnership practices that nurture shared responsibility for student success across both programs.
- Align MnMTSS engagement practices with district communication and outreach efforts.

Component 3 — Multi-Layered Practices and Support

- Coordinate a coherent, district-wide multi-layered system of tiered practices that intensifies instruction and support as needed across the online and in-person environments.
- Partner with principals, special education, and student support staff to ensure tiered systems are aligned, not siloed, across programs.

Component 4 — Assessment

- Coordinate district-wide screening, progress monitoring, and assessment practices aligned to MnMTSS decision-making.
- Support effective use of the district data platform (eduCLIMBER) for data-based decision-making at the district and school-team levels.

Component 5 — Data-Based Decision Making

- Facilitate data review structures within the DLT and school leadership teams to drive continuous improvement.
- Translate data into actionable system-level recommendations for district leadership.

Leadership & Capacity Building

- Support new team members in understanding and applying the MnMTSS framework.

- Collaborate on professional development specific to MnMTSS roles and implementation across both programs.
- Bring specialized MnMTSS expertise to district and school leadership discussions as a key member of the unified leadership structure.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Honoring diverse student needs by building inclusive, multi-layered supports that meet students where they are.
- **Excellence:** Elevating district-wide data practices and evidence-based interventions to ensure high-quality outcomes for all learners.
- **Learning:** Driving continuous improvement and professional development (COMPASS) for staff across the district.
- **Integrity:** Maintaining strict fidelity to the MnMTSS framework, ensuring accurate data tracking, and upholding grant compliance.
- **Community:** Bridging the gap between the online and in-person programs through unified support structures and family partnership practices.

REQUIRED QUALIFICATIONS

- **Education:**
 - Current Minnesota Teaching License or actively pursuing licensure
 - Completion of MnMTSS framework training and demonstrated working knowledge of all five MnMTSS components.
- **Experience:**
 - Direct experience implementing MnMTSS at the school level.
 - Knowledge of multi-tiered systems of support, universal screening, progress monitoring, and data-based decision making.
- **Knowledge/Skills:**
 - Strong organizational, facilitation, coaching, and communication skills.
 - Ability to work across distinct online and in-person program environments and build collaborative relationships across teams.
- **Technology Proficiency**
 - Proficiency with data systems (e.g., eduCLIMBER) and standard office/productivity tools.
 - Demonstrated fluency with educational technology tools including Google Workspace (Docs, Meet, Drive, Calendar), Microsoft Office (Word, Excel, PowerPoint), and learning management systems (LMS).
 - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI.
- **Personal attributes:**

- Commitment to environmental education and making a positive community impact
- Excellent verbal and written communication skills
- Demonstrated ability to communicate effectively across multiple modalities, including virtual one-on-one meetings with students (a core expectation), as well as through phone calls, email, chat, and optional group virtual instruction.
- Must be responsive, approachable, and committed to fostering strong connections in online and in-person learning environments.
- Professionalism, adaptability, and a student-centered mindset

PREFERRED QUALIFICATIONS

- Experience coordinating or coaching adult teams (e.g., DLT or school leadership teams).
- Familiarity with COMPASS professional learning and Minnesota's statewide MnMTSS supports.
- Experience with continuous-improvement processes and self-assessment tools (SEMI-DLT / SEMI-SLT).

WORKING CONDITIONS

- Hybrid work environment with a typical 8-hour workday
- Combination of virtual and on-site work across CCS programs; some travel between settings and to professional learning may be required.
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Must be able to talk and hear effectively to support virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training
- Requires strong organization, independent time management, and the ability to collaborate virtually with staff and leadership

TERMS OF EMPLOYMENT

- **Agreement:** 220 school calendar days
- **Schedule:** 8 hours per day; general business hours are 7:45 a.m. to 3:45 p.m. with flexibility as needed
- **Position Type:** Hybrid work environment supporting both on-site (Crosslake, MN) and online programs.
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend District Leadership Team (DLT) meetings, school leadership team coordination as scheduled, monthly grant coordinator

community-of-practice meetings, and quarterly meetings with the Regional MnMTSS Lead / Statewide Team.

- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Summer Flexibility:** Option for adjusted schedule for event planning and preparation
- **Professional Development:** Funding for engagement-related professional development
- **Funding Structure & Allocation:** This is a single combined position with two distinct funding sources. Grant funds do not supplant general-fund duties.
 - *MnMTSS Infrastructure Development Grant (0.5 FTE):* Funds only the new, additional district-level coordination across both programs (the five-component district work); grant coordination/compliance; DLT/SLT facilitation; COMPASS coordination; handbook development; SEMI administration; and Statewide Team meetings.
 - *General Fund (0.5 FTE):* Funds the continuing, pre-existing school-level Online MnMTSS Lead duties (school-level tiered interventions, universal screening coordination, and weekly online MTSS meeting facilitation). *(Budget coding to be confirmed by the HR/Business Manager to align with the approved grant).*
- **Salary Range:** \$52,800 - \$66,000
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

Board Approved

Date: _____