



MTSS Instructional Coach Position Description

AN MTSS INSTRUCTIONAL Coach:

- Reports to the Director of Teaching and Learning
 - Supports the District's mission, vision, values, & goals
 - Clearly articulates the “why” and seeks clarification when the “why” is unclear
 - Works with Director of Teaching and Learning to:
 - Research best practices in education and implement best practices in education
 - Work within a district-level professional development plan to design and implement professional development including district in-service time, including summer institutes
 - Provide on-going, job-embedded professional development to staff in a variety of settings (individual, team, grade-level, etc.)
 - Collaborate with teachers and principals to analyze student data to inform classroom instruction
 - Meet routinely with Principals to organize, analyze, reflect, and plan for school improvement
 - Ensure fidelity of implementation of district initiatives
 - Member of school MTSS Universal Team
 - Create and maintain district MTSS website with resources for teachers
 - Evaluate interventions and maintain list of research based, approved interventions for teams to choose from
 - Work with Gifted and Talented Coordinators to provide resources for students
 - Participate in intervention team meetings as appropriate
 - Speaks with a consistent voice in delivering messages from the Director of Teaching and Learning
 - Facilitates a clear decision-making process
 - Establish and support lab classrooms in Waupaca
 - Supports individuals and the team to maintain a safe environment for honest conversation
 - Follow all Board of Education approved policies and all administrative guidelines
 - Such other duties as may be determined by the administrative staff within parameters of the Teacher Handbook, Board of Education policies, state statutes, and administrative rules
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An MTSS Instructional Coach is NOT:

- An administrator. Coaches will not be evaluating teachers.
 - A teacher's assistant. Coaches will not be making copies for teachers, or running small groups for teachers.
 - A substitute teacher. Coaches will not be asked to be a fill in substitute for a teacher when a position is open.
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MTSS Instructional Coaches may be **REQUIRED** to attend or lead specific professional development opportunities during the summer (e.g. FIRST Institute in Fond du Lac on August 1st, 2nd, and 30th, and Institute).

MTSS Instructional Coach Contract:

- 200 day teacher contract (11 extended contract days to be worked during the summer)