

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 20-21-304  
JUNE 2021**

**MTSS COORDINATOR- TOSA  
STUDENTS WITH EXCEPTIONALITIES DEPT.  
(Anticipated)**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**MTSS COORDINATOR  
(TEACHER ON SPECIAL ASSIGNMENT)  
(Anticipated)**

**QUALIFICATIONS:**

Candidates must have at least four years of Pupil Personnel Services or Special Education experience, possess a Master's Degree in Special Education, School Counseling, School Psychology or School Social Work, and hold a current NYS Certificate in one of these areas. Candidates should be knowledgeable in theoretical and evidence-based methodologies that focus on multi-tiered support philosophies. A thorough understanding of the impact of trauma and poverty on student success is necessary.

The MTSS Coordinator must have excellent knowledge of effective, evidence-based practices to remediate learning and social emotional challenges, and be skilled in collaborative planning and team engagement for the purpose of supporting student centered intervention plans and oversight of fidelity.

Preference will be given to applicants with experience working in a high needs district and those that are either bilingual or multilingual. Candidates pursuing certification in school building and district leadership are encouraged to apply.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Executive Director for Students with Exceptionalities, the MTSS Coordinator is responsible for supporting the district-wide implementation of MTSS to address the physical, mental, social, emotional and learning needs of students through prevention and (early) intervention. Expectations of the MTSS Coordinator include, but are not limited to assisting district level leadership in the following areas:

**PLANNING AND DEVELOPMENT:**

- Assist in the development of district-wide prevention and intervention programs related to district philosophy, goals and objectives.
- Coordinates prevention and intervention activities, supports and programs with appropriate school-based staff and district office staff.
- Coordinates meetings with staff, coordinates districtwide activities including disseminating and receiving information, planning and implementing activities/events, etc.
- Coordinates a variety of activities (e.g. screening, interviewing, recommending, and/or orienting program staff; etc.)

**SERVICES TO STUDENTS AND SCHOOLS:**

- Serves as a member of the District Crisis Intervention team by providing direct support to students, parents, and staff related to crisis intervention, threats, suicide, workplace violence, and employee support related to mental health issues.
- Oversees District Instructional Support teams in RTI and MTSS eligibility decisions, intervention exit criteria, progress monitoring and data-based decision making.
- Serves as a technical resource to district personnel, principals, teachers, and other school personnel regarding multi-tiered support systems.
- Coordinates with multidisciplinary staff the provision of support services addressing all tiers of the PCSD MTSS model.
- Provides consultation and expertise to district leadership and school administrators on strategies that facilitate student development and their ability to successfully deal with social emotional barriers, crises, or traumatic experiences and developmental learning needs.
- Assist in the implementation of professional development programs for District-wide crisis prevention, intervention and instructional strategies designed to support student engagement and success.
- Identifies and supports evidence-based practice strategies and provides coaching and support to teachers in their implementation.
- Consults/confers with school staff for the purpose of assisting at-risk students in achieving their educational career, and personal/social needs and goals.

**SERVICES TO PARENTS:**

- Serves as a liaison between parent and community.
- Develops and facilitates parent education classes in coordination with school and district staff.

**SERVICES TO COMMUNITY:**

- Coordinates and collaborates with nonprofit agencies to assist student families in obtaining additional assistance outside the District; prepares reports as required.
- Assists in the referral of students and families experiencing difficulties to community agencies for specialized services.

**OTHER DUTIES:**

- Attends school and district meetings and in-service programs.
- Researches new material and recommends pilot projects for the purpose of providing the most effective interventions for the students.
- Participates in the evaluation process as it relates to prevention and intervention, supports, programs and activities.
- Attends training and educational programs in the area of prevention and education when appropriate.
- Performs other duties as assigned.

This recruitment bulletin in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Poughkeepsie City School District reserves the right to update, revise or change this recruitment bulletin and related duties at any time without prior notice.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

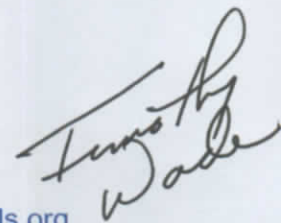
**SALARY:** As per the PPSTA Contract

**FUND #:** Pending funding

**EFFECTIVE DATE:** TBD

**FINAL DATE FOR FILING:** Open until filled

**SEND LETTER OF INTEREST  
OR RESUME AND APPLICATION TO:** [hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)



Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
18 South Perry St.  
Poughkeepsie, NY 12601

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy.

The Poughkeepsic City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.