

**South Tippah School District  
Remediation Coordinator  
Job Description**

**Qualifications:**

Bachelors Degree in Education

**Reports To:**

Superintendent

**Job Goal:**

Provide leadership to coordinate, monitor, and ensure district-wide implementation of the multi-tiered system of support process for the academic achievement in students

**Duties & Responsibilities:**

1. Serve as District Administrative Contact with Universal Screening Programs
2. Work with district personnel to provide intervention and progress monitoring training to tutors
3. Work with individual teachers that need help implementing Tier II interventions and progress monitoring in their classrooms
4. Collect 20 day referrals from counselors at each school and follow MDE protocol for dealing with these students and make sure 20 day information is entered in MSIS
5. Work with District Test Coordinator and interventionist to set up test administration dates for the universal screeners (3 times per year)
6. Collect data from universal screening on students who score at the 30th percentile or below to determine whether or not they need to receive Tier II interventions in reading, math, or behavior (3 times per year)
7. Conduct school leadership meetings at RES, RMS, BM, and PG after each progress report and at the end of the 9 weeks grading period
8. Collect student review forms from each teacher after each report card for those students failing a subject in their room
9. Work with school leadership teams to interpret Tier II data in order to decide whether or not the student needs to be moved to Tier III
10. Conduct school leadership team meetings for students moving to Tier III
11. Complete forms to document Tier III interventions. Graph the Tier III progress monitoring for reading, math, and behavior
12. Work with school interventionists to set up interventions for the students and to determine the progress monitoring probes that will be used
13. Implement universal behavior screening by sending SRSS and SIBS behavior screeners to all the teachers in the district
14. Work with counselors and teachers to implement behavior plans for the students that need one
15. Collect and fax medical releases for students possibly in need of OHI ruling
16. If the School Leadership Team determines that a child's Tier data should be sent to the Multidisciplinary Evaluation Team for review, the Remediation Coordinator will complete a binder for the student that includes a typed summary report, all the information in the documentation packet, and any additional data needed

17. Work with school to establish and support positive classroom climates using a PBIS model
18. Any additional duties that may be assigned by the Superintendent

**Terms of Employment:**

Salary and work year are determined by the School Board

**Evaluation:**

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_