

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

**Qualifications:**

Bachelors Degree in Education

**Reports To:**

Remediation Coordinator

**Job Goal:**

Assist the Remediation Coordinator in facilitating the implementation of the multi-tiered system of support process in the South Tippah School District

**Duties & Responsibilities:**

1. Work with School Leadership Teams to make sure that Tier II interventions are being provided, that the interventions are being implemented with integrity, and that the student's progress is being monitored and graphed
2. Inform school nurse which students need hearing/vision screeners at each school
3. Make sure information is gathered for the MTSS Documentation Packet. This will include sending out forms to teachers, collecting the forms they have to complete, and checking for accuracy
4. Help conduct universal reading and math screeners at RES, RMS, BM and PG (3 times per year)
5. Prepare Teacher Narrative and distribute to the teacher of students being referred to the Multidisciplinary Evaluation Team (MED). Upon receipt of the Teacher Narrative from the teachers, check for accuracy to ensure that proper interventions have been put in to place for the student
6. Complete a classroom observation report on students in Tier III
7. File the paperwork and reports that are turned in to the Remediation Coordinator
8. Be responsible for mailing parent invitation letters and meeting minutes to parents
9. Go to schools and get copies of cumulative records and other information needed by the Remediation Coordinator
10. Work with the Remediation Coordinator to review universal screening test data to determine the students in the lowest quartile (3 times per year)
11. Work with the Remediation Coordinator to review progress reports and report cards in order to identify students that might need a Tier II intervention
12. Gather information for the Remediation Coordinator to assist the School Leadership Teams in making appropriate decisions about interventions for struggling students

**Terms of Employment:**

Salary and work year are determined by the School Board

**Evaluation:**

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

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

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

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

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