



TOSA – Community Schools / MTSS Coordinator Job Description
Two-Year Grant Funded Special Assignment: 2025–2027
(Subject to Funding Availability)

Position Goal:

The Community Schools / MTSS Coordinator will serve as a Teacher on Special Assignment (TOSA). The Community Schools / MTSS Coordinator will lead the development, implementation, and evaluation of the district's Community Schools Partnership Program (CCSPP) Implementation Grant and Multi-Tiered System of Supports (MTSS), which encompasses academic, behavioral, and social-emotional systems to support students and their families. This role is designed to sustain and grow the progress initiated through the CCSPP grant. The TOSA will ensure fidelity of implementation, data-informed decision-making, robust stakeholder engagement, and timely completion of all grant-related activities and compliance reporting. This role will also support broader Community Schools implementation goals, including family engagement, community outreach, and coordination of student and family services.

Position Overview:

This is a grant-funded, certificated, full-time TOSA position for the 2025–26 and 2026–27 school years (subject to funding availability). The TOSA will report directly to the Superintendent and collaborate with site staff, families, students, and community partners to deepen the district's MTSS and Community Schools practices in alignment with the CCSPP Implementation Grant.

Essential Duties and Responsibilities:

- Coordinate the District's MTSS framework across academic, behavioral, and social-emotional domains, ensuring alignment with CCSPP grant objectives and outcomes.
- Lead the MTSS Leadership Team, guiding data-driven decision-making and fidelity of Tier I, II, and III interventions.
- Serve as the liaison for all CCSPP-related activities, including stakeholder engagement, grant deliverables, and formal reporting.
- Support the planning and facilitation of professional development and technical assistance for certificated and classified staff in PBIS, SEL, Restorative Practices, Trauma-Informed Practices, and UDL.
- Monitor intervention data and school-wide progress using tools such as iReady, Synergy, Multitudes, and Renaissance, attendance trends, and intervention tracking systems to improve equity and student success.

- Collaborate with the school counselor, community partners, and local agencies to coordinate wrap-around services and support systems for families and historically underserved students.
- Organize and promote community outreach and family engagement events aligned with CCSPP goals, including workshops, community celebrations, and resource fairs.
- Help identify and address barriers to student success by coordinating with families and community agencies.
- Prepare and disseminate communication to stakeholders, including newsletters, reports, and updates on grant implementation.
- Ensure that school-level Advisory Councils are active, inclusive, and engaged in continuous improvement planning related to the Community Schools framework.
- Support the development and implementation of student incentive programs to increase attendance, engagement, and connection to school.
- Support SST, SART, and Tier II/III intervention meetings as needed.
- Represent the district at regional and state Community Schools and MTSS convenings.
- Perform other related duties as assigned by the Superintendent.

Knowledge of:

- CDE's MTSS Framework and Community Schools Implementation Standards.
- Community engagement and outreach strategies.
- Social Emotional Learning programs such as Second Step.
- School and community resources available to support students and families.
- Data systems including local measures, iReady Growth, and attendance trackers.
- CCSPP grant compliance, allowable use of funds, and reporting procedures.

Ability to:

- Plan, lead, and evaluate schoolwide systems and initiatives.
- Coordinate multiple projects and communicate clearly with diverse stakeholders.
- Build and maintain positive relationships with students, families, staff, and community partners.
- Use data to inform systems, interventions, and professional learning.
- Handle confidential information with discretion.
- Work independently and as part of a team.
- Adapt to changing priorities and work demands.

Minimum Qualifications:

- Valid and current California Teaching Credential.
- Three years of successful teaching or student services experience.

- Demonstrated experience with MTSS, RTI, PBIS, or SEL implementation.
- Bilingual English/Spanish preferred.

Terms of Employment:

- Assignment Length: Two-year special assignment: August 2025 – June 2027
- Funding Source: California Community Schools Partnership Program (CCSPP) Implementation Grant and the Learning Recovery Emergency Block Grant
- Reports to: Superintendent
- Work Year: 184 days (VEA Work Year Calendar)
- Salary Schedule: Certificated Salary Schedule, Plan 003, Grade 009