



PITTSBURG UNIFIED SCHOOL DISTRICT

MTSS COST/CARE SPECIALIST

DEFINITION:

Under the supervision of the After School Program Coordinator, the MTSS COST/CARE Specialist (Multi-Tiered System of Support) collaborates with site administrators to enhance the outcomes of the Coordination Of Service Team (COST) by collecting and analyzing relevant data, leveraging external and internal resources.

DISTINGUISHING CHARACTERISTICS:

The MTSS COST/CARE Specialist monitors the implementation of services to ensure that students have full access and are making optimal progress. Incumbent works with internal and external partners to ensure alignment, expansion and improvement of services.

EXAMPLES OF DUTIES:

- Conduct assessment of student support resources, including gap analysis to identify areas of need; Support administration to align and expand services
- Conduct COST/CARE process training
- Collect COST/CARE referrals; provide cross-training to other staff members
- Monitor referrals and follow up as necessary with students, families, staff and providers
- Monitor identified students' progress through COST/CARE process
- Maintain data related to the COST/CARE process
- Collaborate with MTSS Leadership Team to evaluate and improve the COST/CARE process
- Support the administration in informing families and the community about MTSS and the COST/CARE process
- Train and support service providers to align programs with school structures, systems, curriculum and goals
- Provide support and technical assistance to the various school leadership teams
- Ensure that services, programs and other supports are inclusive
- Participate actively in professional development
- Perform related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge of:

- Referral and case management
- Effective inclusive practices
- Presentation, communication, and public speaking techniques.
- Building partnerships and collaboration with individuals, departments, agencies, and institutions
- Correct English usage, grammar, spelling, vocabulary and punctuation.
- Relevant computer software, hardware, and related technology.

Ability to:

- Maintain current and accurate records
- Carry out oral and written directions, read, proofread, write and speak at a level sufficient to fulfill

the duties to be performed for the position described

- Meet schedules and timelines
- Prepare and present program information accurately and clearly
- Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing scope of work
- Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers
- Establish and maintain harmonious and effective working relationships
- Be flexible to perform work with changing priorities

TRAINING AND EXPERIENCE:

- Associate degree (A.A.) preferred. A combination of experience and education may be used to meet the Associate degree requirement.
- Experience working in a public school district environment preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License
- Bilingual (English/Spanish) preferred

WORKING CONDITIONS:

Fieldwork requiring travel; office environment with interruptions, flexible work schedule including weekends, travel to meetings.

With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information; Sitting for extended periods of time, reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files; Frequent lifting (10 – 50 lbs.); Moderate to high levels of stress; Reading, writing, and operating computer keyboard; meeting facilitation; variable hours.

TERMS OF EMPLOYMENT:

Work Year:	11 months
Salary:	Classified – CSEA Range 30
Board Approved:	July 25, 2018