

## **Whiton Elementary School – RTI Coordinator for Title I Program**

### **Description of RTI Coordinator Role & Responsibilities:**

- Partner with building administrators, District Supervisors, and K-3 teachers in an effort to identify students who may require additional educational support.
- Work with a variety of faculty and staff members such as assistant principal, principal, and District Supervisors to recommend the additional support needed for students meeting eligibility criteria.
- Assist K-3 teachers with implementation of Tier 1 and Tier 2 strategies.
- Work with the building administrative team, district NCLB grant coordinator, and parents in implementing the after-school program. This includes sending notification letters to parents and teachers of students who have been invited to participate in Tier 3 after-school literacy tutoring program. This may also include coordinating students' attendance, obtaining tutors and submission of timesheets on a weekly basis, etc...
- Prepare and submit weekly progress reports of students' attendance and performance for building administrators and district NCLB grant coordinator.
- Conduct an annual evaluation on students' progress as a result of participating in the after-school program.
- Other duties related to this role, as assigned by Superintendent.

### **Qualifications of RTI Coordinator:**

- Must possess at least a four-year degree in education, school counseling or a related field of study. Those with master's degrees are preferred. Those with reading specialist background are preferred.
- Prospective RTI coordinators must be certified to teach in New Jersey.
- Excellent organization and communication skills.
- Ability to work well with others, collegial.

Board Approved: September 26, 2013