



Administration Office
360 S. Mill St., P.O. Box 820, Newaygo, MI 49337
(231) 652-6984 www.newaygo.net

Position Title: Director of MTSS & Assessment

Reports to: Superintendent

Classification: Administrative, 194-Day Contract (7 days before, 7 days after)

Location: Newaygo Public Schools

Compensation: Commensurate with experience; partially funded through NC RESA partnership

Position Overview:

Newaygo Public Schools is seeking a dynamic and experienced educational leader to serve as the Director of MTSS & Assessment. This newly created position plays a critical role in advancing our district's commitment to student achievement, equity, and data-driven instruction by integrating leadership in Multi-Tiered Systems of Support (MTSS) with district-wide assessment coordination.

The Director will serve as the district lead for MTSS implementation and continuous improvement, while also overseeing the coordination, compliance, and effective use of local, state, and federal assessments. This position involves strategic collaboration with NC RESA, building administrators, instructional staff, and external partners to ensure students receive the academic, behavioral, and social-emotional support necessary to thrive.

Key Responsibilities:

MTSS Leadership (in partnership with NC RESA):

- Guide the planning, implementation, and sustainability of a district-wide MTSS framework aligned with MiMTSS standards.
- Facilitate monthly District Implementation Team (DIT) meetings and lead the development of MTSS processes and procedures.
- Support buildings in implementing tiered systems of academic, behavioral, and SEL support.
- Utilize MTSS data systems, complete perception surveys, and enhance progress monitoring tools.
- Participate in countywide professional development, coaching, and technical support (MICIP in Action, BRM training, etc.).
- Build and sustain strong partnerships with NC RESA and other local districts.

Assessment Coordination:

- Oversee all district assessment processes including M-STEP, NWEA MAP, PSAT/SAT, WIDA, and others.
 - Train staff on test administration, data interpretation, and assessment protocols.
 - Ensure compliance with testing regulations, data privacy laws, and state accountability measures.
 - Analyze assessment data to inform MICIP, school improvement planning, and instructional decisions.
 - Coordinate the annual assessment calendar and maintain accurate records and reporting systems.
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Minimum Qualifications:

- Minimum of 5 years of experience in education with strong knowledge of MTSS frameworks and data-driven practices.
- Demonstrated success in leading system-wide instructional initiatives and/or assessment systems.
- Ability to communicate and collaborate effectively with diverse stakeholders.
- Experience with MICIP and MiMTSS Data System.

Preferred Qualifications

- Master's degree in Educational Leadership, Curriculum & Instruction, or related field.
- Knowledge of current research methodologies
- Knowledge of federal, state, and local assessments
- Knowledge of current trends, evidence based research, and best practices related to assessment, data analysis, and school accountability requirements
- Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement

Why Join Newaygo Public Schools?

- You will have a direct impact on building sustainable systems of support that positively affect all students.
- Be a thought partner in shaping the district's assessment and MTSS vision.
- Join a district and community committed to collaboration, student success, and continuous growth.

Essential Duties

- Analyze data from federal, state and local assessment and instructional programs including longitudinal student achievement data

- Collaborate with stakeholders to develop data reports to assist with the interpretation of progress monitoring and assessment results to drive instruction
- Ensure all data is accurately reported
- Respond to all district and stakeholder requests for data
- Conduct training on assessment administration and data usage and interpretation for district and school administrators
- Manage the roster verification process
- Provide data from assessment scores and provide analysis and comparisons
- Provide professional development to district staff, school administrators, and teachers regarding assessment and tiered supports
- Ensure that the district is applying for appropriate grants through the grant writer
- Perform other duties as assigned

Professionalism:

- Demonstrates regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

To Apply:

Submit a resume, letter of interest, and three professional references to:

Ben Gilpin

Superintendent, Newaygo Public Schools

Email: **bgilpin@newaygo.net**