**RTI2-B District Coordinator Roles and Responsibilities**

**A RTI2-B District Coordinator leads:**

**The District Leadership Team process:**

* Identifying appropriate district‐level personnel to serve on the District Leadership Team
* Scheduling and assisting the District Leadership Team with the preparation of meetings
* Communicating updates on schools to the District Leadership Team
* Working with new administrators of existing RTI2-B schools to ensure continued implementation

**Funding for RTI2-B related activities.** Examples of this include:

* Working with other district‐level personnel to identify portions of the district budget that may be allocated to RTI2-B related activities (such as training, supporting schools, supporting professional development, etc.)
* Working to obtain outside funding for RTI2-B related activities when district financial support is insufficient. *(Examples of this include writing grants, working with community sponsors, working with families, etc.)*

**Visibility/Political support in their district.** Examples of this include:

* Updating the Superintendent and RTI2-B District Leadership Team on the progress and outcomes of RTI2-B
* Delivering presentations/materials to school board members, administrators, community partners, local media, and other groups/organizations as necessary to educate and inform them of RTI2-B activities & outcomes

**Training schedules and determining readiness for new and existing RTI2-B schools.** This involves:

* Identifying new schools for RTI2-B implementation
* Identifying existing schools in need of re‐training, booster, or Tier II or III training

**Working with school teams to prepare for training**. This includes helping teams establish buy‐in, helping teams obtain necessary data, and ensuring pre‐training activities are complete and accurate.

* Supporting readiness activities for new schools and submitting the paperwork to TBSP
* Notifying schools of their registration, location, and times of RTI2-B workshops
* Attending and participating in all RTI2-B workshops for new teams
* Supporting the district’s coaching network, identifying training needs, assisting with schools completing fidelity measures, assisting with universal behavior screeners, and performing site visits as needed

**Facilitating data and the evaluation process**:

* Support coaching networks understanding the RTI2-B evaluation requirements
* Working with coaches to ensure the validity of their evaluation data
* Monitoring completion of RTI2-B schools’ evaluation activities
* Reviewing and distributing evaluation results The results should be shared with district personnel, coaches, schools, parents and other groups as appropriate at least once each year
* Applying the evaluation results so they are used to identify next steps and allocate resources for the next school year