



MOUNT CLEMENS COMMUNITY SCHOOLS

Open Position: EWIMS Coordinator 37.5 hours a week (EduStaff Position)

***GRANT FUNDED 21H**

DEADLINE: Until Filled

START DATE: ASAP

SALARY: \$35,000- \$42,500 based on experience & education

LOCATION: Secondary Complex

REPORTS TO: Building Principal

Summary: An Early Warning Intervention and Monitoring System (EWIMS) Coordinator oversees the identification of at-risk students and coordinates interventions to support their academic success. This role involves collecting and analyzing student data, collaborating with educators and administrators to implement strategies, and providing training on the EWIMS process. The Coordinator also facilitates meetings to discuss student progress and prepares reports on intervention effectiveness. Strong data analysis, communication, and collaboration skills are essential, along with experience in education or counseling.

Essential Duties and Responsibilities – Other duties may be assigned:

- Successful completion of the EWS Coordinator certification training:
- Work with “district designee” identified for making critical assessment decisions (listed in the district MTSS Assessment System) to ensure EWS communication with all staff and parents has occurred or is scheduled to occur within the first 20 days of each school year.
- Work with the District Implementation Team and School Leadership Teams to document the data collection decisions, timelines, and responsibilities in the district’s MTSS Assessment System (“Reading/Engagement Assessments” tab, EWI Roles, Collection, and Analysis Decisions).
- Ensure system is established for collecting EWI Data: o Clean templates or other data tools for extracting and summarizing EWI data. o Schedule, procedures and tools for checking and addressing data accuracy prior to teams needing the data for decision-making.
- Assist teams in generating the reports needed for school-wide data analysis and grade level data analysis.
- Develop the School Leadership Team’s knowledge in how to analyze and use EWI data for on- going problem solving.
- Work with key district staff to communicate and respond to barriers regarding the collection and use of EWIMS.

EXPERIENCE, KNOWLEDGE & SKILLS DESIRED:

- Experience working with students 6th through 12th grade, plus knowledge in child growth and development.
- Conduct home visits.
- Ability to communicate and work positively with young student, other professionals, community partners, and parents/guardians.
- Organize and facilitate meetings with other professionals, community partners, students, and families.
- Ability to build positive relationships.
- Knowledge of attendance monitoring, attendance reduction, and dropout prevention strategies and techniques.
- Experience in the acquisition and maintenance of computerized data.
- Flexibility and willingness to adapt to varied responsibilities.



MOUNT CLEMENS COMMUNITY SCHOOLS

- Understands the intent of collecting data for on-going analysis and use.
- Knowledge of the 7-step Early Warning Intervention and Monitoring System process.
- Knowledge of Excel and Google Spreadsheet formulas, data manipulation, PivotTables.
- Knowledge of how attendance, behavior, and course performance data are stored in a district's student information system, and how to extract that information in reports.
- Effective organization skills, especially as it relates to organizing spreadsheets and managing sharing permissions/staff access.
- Effective communication skills.
- Ability to manage adaptive situations (e.g., data reveal inconsistencies in attendance and grading practices).
- Ability to develop and meet timelines for completion of projects, tasks, and activities.
- Willingness to engage in continued professional learning.
- Ability to accept coaching supports and feedback.
- Perform other duties as may be assigned by administration.
- Ability to establish and maintain effective working relationships with students, peers, parents and community.
- Ability to speak clear and concisely in written or verbal communication.

QUALIFICATIONS:

- High school diploma or general education degree (GED), Bachelor degree secondary education, social work, counseling preferred.
- Must pass criminal background check as required by School Safety.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please direct any questions regarding the position to Jennifer Daws at HR@mtcps.org

Persons who are interested in this position should submit letters of interest, resumes, credentials/certification, and a list of references in one document via email above or Mail them to:

Human Resource -Mount Clemens Community Schools
167 Cass Avenue
Mount Clemens, MI 48043