

MTSS Coordinator Checklist

System Development & Alignment

- Communicate a clear MTSS framework and expectations
- Organize staff roles, rosters, and communication
- Communicate a clear MTSS framework and expectations
- Align school procedures and adjust support by implementation stage

MTSS Team Facilitation

- Lead efficient, goal-driven MTSS meetings
- Use agendas, norms, and consistent processes
- Assign action steps with timelines and follow-up
- Ensure broad representation and collaborative problem-solving

Data-Based Decision Making

- Coordinate screening across academics, behavior, SEL, attendance
- Maintain accessible systems for tracking needs and progress
- Use data—not assumptions—to assign supports
- Monitor fidelity and review data for patterns and early indicators

Intervention & Support Systems

- Maintain an evidence-based intervention menu
- Match supports to student needs and create clear plans
- Set consistent progress-monitoring schedules
- Evaluate effectiveness and adjust as needed

Coaching & Capacity Building

- Provide ongoing MTSS-focused professional learning
- Coach teams and staff to strengthen implementation
- Develop building-level MTSS leads/champions
- Offer timely guidance based on student and system data

Equity & Access

- Review data for disproportionality and access gaps
- Ensure equitable access to supports across student groups
- Strengthen Tier 1 and preventive practices
- Use objective criteria for tier movement
- Engage families as partners

Implementation Documentation

- Ensure validated screeners and progress-monitoring tools
- Use dashboards to track fidelity and outcomes
- Provide standardized templates and forms
- Use planning platforms to support consistency and follow-through
- Maintain organized, accessible documentation

Continuous Improvement

- Conduct regular MTSS implementation reviews
- Share outcome data with leaders and stakeholders
- Celebrate successes and highlight effective practices
- Refine procedures and training based on feedback
- Plan for staffing, onboarding, and long-term sustainability