



Columbia County School District Job Description

Position Title: Multi-Tiered System(s) of Support (MTSS) Specialist		
Department: Assessment and Student Learning Support Services	Evaluation Instrument: Performance will be evaluated annually by the Director of Assessment and Student Learning Support Services in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Grade Q – Administrative Schedule	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 195 Days Per Year, 8 Hours Per Day		
Reports to: Director of Assessment and Student Learning Support Services		

MINIMUM QUALIFICATIONS

Education: Master Degree in Education, School Psychology, or related field; Valid Georgia Professional Standards Commission certification in one or more of the following areas: At least five years Teaching, Service, (School Counseling or, School Psychology,) or Leadership based non a minimum of a bachelor’s degree from a regionally accredited college or university; at least three years experience in one or a combination of certified areas; Advanced training in MTSS or equivalent experience; and experience implementing MTSS.

Essential Knowledge/Skills: Knowledge of a Multi-Tiered System of Support model and implementation of a MTSS model in school settings; academic and behavior interventions to support high quality instruction for all students and to meet student’s individual needs; measurement tools for various levels of assessment; including adaptive and curriculum-based measurement.

The physical activity of this position requires standing or walking; requires the ability to communicate effectively using speech, vision, and hearing; requires the use of hands for simple grasping pushing and pulling of arm controls, and fine manipulations.

GOAL

To increase student achievement by facilitating change in instructional practices of teachers that will enable teachers to diagnose student needs more analytically; plan more productively; and teach more effectively.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Provide training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels. Assistance includes observation and feedback, modeling, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports.
- Work collaboratively with the Directors of Student Learning Support Services and Special Education
- Monitor the fidelity of implementation of MTSS at the school level including academic support systems.
- Attend all professional development and district-level MTSS meetings.
- Facilitate communication of guidelines and procedures for RTI.
- Provide assistance to schools in planning and developing strategies for students who are experiencing difficulty in regular classrooms.
- Facilitate and provide a comprehensive and systematic review of data to determine the effectiveness of the RTI process.
- Support staff in the use of data to inform decision-making.

- Assist team in reviewing all SST/RTI procedures for referrals.
- Assist with the coordination of the selection of Academic Interventions.
- Assist with the coordination, purchase and dissemination of Academic Interventions.
- Coordinate and assist schools with determining fidelity of the intervention and the MTSS/RTI process.
- Coordinate MTSS/RTI trainings for district and school administrators.
- Assist in planning Academic Intervention trainings for district and school personnel.
- Serve, as requested on district committees.
- Maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students.
- Respond to all parent, school, and agency inquiries within 24 hours.
- Keep daily schedule updated on the department calendar.
- Attend staff meetings as scheduled.
- Follow all General Duties and Responsibilities as required by the district.
- Follow all district's policies and procedures.
- Work collaboratively with the Reading Specialists in the implementation of the Reading Interventions.
- Assist with the ESOL program, providing assistance in curriculum and instruction. (Added within the last two years)
- Assist with the implementation of 504 plans for elementary and middle schools.
- Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2018