

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: MTSS Academic Coach (Grant Funded) – NSLC (through June 30, 2026)

FLSA: Exempt

GENERAL SUMMARY

Under general direction, assists in ensuring that the district **Vision, Mission and Goals** are achieved, provides support and assistance to teachers in classroom instruction, and serves as a coach and mentor for assigned staff to address instructional strategies for identified at-risk learners. Reports to the Director of Next STEP Learning Center.

ESSENTIAL FUNCTIONS

Works with school leadership and staff to develop and continuously improve the MTSS school plan to provide a support system for identified at-risk students;

Assists school staff in understanding screening, diagnostic, and progress monitoring data for the purpose of identification of struggling learners, instruction/intervention design, intervention grouping as needed, intervention monitoring for fidelity, and data analysis of students' response to intervention for continuous improvement;

Supports teachers in developing, documenting, and communicating student learning and intervention plans;

Supports teachers in developing PD and training to strengthen their instructional strategies and intervention skills;

Supports the administration and leadership team in developing a strategic evidence-based intervention system through protocols and appropriate resources to support student's identified learning needs;

Collaborates with other district and school staff to maximize the use of professional and student focused resources and information;

Engages parents of identified students in ongoing communication about the progress of the student and strategies that can be use outside of school;

Provides progress and data reports to school and district teams when appropriate and/or requested;

Provides professional and staff development through collaboration with BCSD to ensure that the goals for implementing a strong MTSS school plan are carried out;

Supports and provides initial and ongoing professional development to teachers based on an analysis of state and local student assessments and the provision of differentiated instruction and intensive intervention;

Models effective instructional and intervention strategies for teachers;

Establishes and maintains positive, cooperative, and effective professional working relationships with all staff and school stakeholder groups;

Conducts classroom observations to provide feedback and assistance with improving instruction and intervention;

Reads, interprets, and advises school leadership of MTSS related federal, state, and district regulations, policies, and procedures.

Maintain a MTSS database to provide information for student support and to track student progress over time.

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Attends all meetings and training sessions relevant to MTSS duties at the school and district level;

Provides documentation of service as required for grant compliance;

As a grant funded, supplemental position, may not provide primary instruction, perform/contribute to teacher evaluations, perform clerical/administrative duties, supervise required state or local assessments, or perform any action that is a federal, state, or local requirement.

JOB SPECIFICATIONS

Education and Experience:

Valid South Carolina Teacher Certificate with a minimum of three years successful teaching experience in the appropriate school level in which they will be working. A Bachelor's degree and demonstrated ability in data analysis, specific subgroup learner strategies; professional communication; and academic intervention strategies. Master's degree preferred.

Knowledge:

Must be knowledgeable of state adopted standards and of the district curriculum and instructional practices; have thorough and comprehensive knowledge of evidence based strategies and practices; evidence based interventions, and a willingness to obtain knowledge and implement changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Job requires the ability to document state and federal regulations related to instructional services; ability to operate general office equipment in the performance of daily activities; ability to effectively apply knowledge of instruction and curriculum; ability to communicate effectively with students, parents, district staff, government offices, and all other groups involved in the activities of the job; ability to identify effective and non-effective instructional strategies through the use of data, information, or observation and formulate plans for improvement; and the ability to complete, process, and maintain all required records and reports.

Working Conditions:

Working conditions are a school environment with no exposure to environmental conditions. Physical demands are restricted to general instructional activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required for training. Job requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Berkeley County School District is a smoke free district.

Responsibilities:

Ensure that a comprehensive educational program embracing student learning and teacher training is occurring in accordance with district and school goals.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____