



Specialist, MTSS

Reports to:	Principal
Division:	School-Based

Structure/Grade:	E- Schedule
Workdays:	197 Days

Position Summary

Oversee and support the implementation of the Multi-Tiered System of Supports framework by providing training, consultation, and support to school personnel. Manage the Response to Intervention process to ensure the academic, behavioral, and social-emotional needs of students are met. Perform work independently with minimal supervision, applying intermediate-level knowledge to serve as an experienced individual contributor.

Essential Job Duties

- Manage and monitor the caseload of students in the Response to Intervention (RTI) process, ensuring that intervention fidelity and appropriate steps are taken to improve student achievement.
- Collaborate with district-level and school-level staff to support early intervention strategies, and provide support to teachers and stakeholders.
- Schedule, organize, and facilitate meetings with parents, teachers, and other stakeholders to discuss student progress and interventions.
- Provide direct support and training to teachers on the implementation of interventions for effective execution.
- Monitor the fidelity of implementation of Multi-Tiered System of Supports (MTSS) at the school level for both behavioral and academic interventions.
- Serve as an intermediary between students, teachers, and parents by communicating progress and concerns effectively.
- Input data into relevant systems to track student progress while maintaining accurate records.
- Attend job-related training sessions for professional development in educational strategies and policies.
- Identify problems and resolve moderately complex issues as they arise.
- Make minor modifications to processes to enhance the performance of the department as appropriate.
- Ensure that all activities are conducted in compliance with relevant regulations, policies, and procedures.
- Perform additional duties as assigned.

Qualifications

- Bachelor's degree in Education, Counseling, Psychology, or Social Work from a Professional Standards Commission approved accredited college or university is required. Master's degree preferred.
- Minimum three (3) years of successful classroom teaching, supervisory level education administration, or closely related experience required.
- Valid Professional Standards Commission approved certificate in the appropriate educational field at level T-4 or above, or a valid Professional Standards Commission approved certificate in counseling, psychology, or social work at level S-5 or above required.
- Multi-Tiered System of Supports (MTSS) Facilitator Endorsement or Student Support Team (SST) Coordinator Endorsement preferred.

Knowledge, Skills, and Abilities

- Knowledge of the Multi-Tiered System of Supports (MTSS) framework and Response to Intervention (RTI) system.
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions
- Effective oral, written, and interpersonal communication skills
- Good computer skills, including the ability to use all relevant software
- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to follow clear and established processes
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work independently under minimal supervision
- Ability to deliver work according to specific operational targets
- Ability to maintain confidentiality
- Ability to make modifications to processes to enhance the performance of the department

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have valid driver license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____