Durham Public Schools
Job Description

Student Support Services Department

JOB TITLE: MTSS Specialist/Coach

REPORTS TO: Director, Integrated Academic & Behavioral Systems

SALARY: Based on State and Local Salary Schedules

STATUS: Through June 2024, 11 months

SUMMARY:

The MTSS Specialist/Coach will provide district team leadership and serve as an onsite Coach to schools with an emphasis on academic, behavioral, and social emotional learning supports to ensure all essential components of MTSS are implemented with fidelity. The MTSS Specialist/Coach will work to ensure processes are monitored and lead to dramatic and quantifiable academic, behavioral, and social emotional learning results for students.

RESPONSIBILITIES & DUTIES

1. Identify appropriate steps and/or interventions to improve student achievement for all learners.
2. Lead in the area of Universal Screeners *(academic, behavioral, and social emotional learning)* and participate in the analysis of results.
3. Organize, prioritize, and handle multiple projects with attention to detail and executive responsibilities independently.
4. Build capacity at the district, elementary, and secondary school level for the implementation of the Multi-Tiered System of Support (MTSS) through professional learning and coaching.
5. Provide direct support to teachers, administrators, and PLCs on evidence-based, innovative instructional strategies.
6. Collaborate with other Academic Services departments to ensure core and tiered instruction is aligned with the six critical components of the MTSS.
7. Design and deliver professional development to school and district staff relating to all components of MTSS.
8. Facilitate and engage in the data-based problem-solving process.
9. Provide technical assistance to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) through activities to include walkthroughs, timely feedback, direct modeling, and PLC coordination (school & district level).
10. Support the continued growth of the district's Strategic Plan Priorities related to climate and culture improvements with staff, students, parents, and community.
11. Monitor the MTSS process to ensure compliance to federal, state, and local regulations and policies.
12. Work with the Office of Research & Accountability to compile, maintain, and review data required for determining the educational, behavioral and social emotional needs of students.
13. Stay abreast of changes relating to improving student outcomes and best practices in tiered supports by attending professional meetings, seminars, workshops, and conferences.
14. Perform other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND REQUIREMENTS:

Job Description
MTSS Specialist/Coach

1. Bachelor's Degree in education, counseling, or related area.
2. Master's Degree in education, and current NC teaching licensure preferred.
3. Demonstrated strength in instructional design, critical thinking, problem solving using multiple data sources, and deliving high-quality professional learning.
4. Evidence of strong interpersonal skills with the ability to establish and maintain effective working relationships with school system staff, students, parents, and other stakeholders.
5. Minimum of three years of teaching experience.
6. Minimum of five years of satisfactory experience leading tiered instruction and intervention supports through the MTSS framework.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in PBIS/RTI/MTSS Philosophy and Methodology.
3. Knowledge of culturally-responsive pedagogy.
4. Advanced skills in MS Office (Word, Excel, and PowerPoint) and other computer software.
5. Considerable knowledge of best practices to facilitate adult learning.
6. Ability to forge strong relationships, utilizing interpersonal and communication skills that enable working well with a diverse group of people.
5. Strong critical reading and writing skills to analyze reports, dis-aggregate data, and write memoranda.
6. Analyze and utilize data to identify school/district strengths and challenges, and assist teams and school leaders in developing school improvement effort planning.
7. Ability to engage school teams in decision making and time management.
8. Ability to perform at a high level within a team environment.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills, and other requirements necessary of employees to perform in this position.

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Signature Date