



2/14/2024, 2/20/2024, 4/22/2026

JOB DESCRIPTION

POSITION TITLE: MTSS/Behavior Intervention Program Specialist	REPORTS TO: Director of Special Education
WORK DAYS: 210 days	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 475
FLSA: Exempt	LOCATION: Harris County School District
PRIMARY FUNCTION: Supports building administrators and school site MTSS Coordinators in addressing behavioral and academic challenges through professional development, programming, and resources. Guides a systematic MTSS approach, providing instructional and behavioral support to enhance student achievement.	

REQUIRED QUALIFICATIONS:

Minimum Education:

Master's Degree in Education, School Psychology, or related field; Valid Georgia Teaching Certification. Valid Georgia Educational Leadership certificate preferred.

Minimum Experience:

- Five years of teaching experience; MTSS Leadership; Coaching experience in K-12 environment preferred.

Preferred Knowledge, Skills, & Abilities:

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| <ul style="list-style-type: none">• Effective written and oral communication• Organizational, interpersonal, and leadership skills• Computer competence• Instructional strategies that connect the curriculum to the learners• Microsoft Office Suite• FastBridge Illuminate Education• Problem Solving | <ul style="list-style-type: none">• Research-based interventions• Google-based platforms• Infinite Campus• Progress monitoring platforms• Technologically driven• Georgia SST Endorsement |
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

- Demonstrates prompt and regular attendance
- Exhibits professionalism
- Follows all county, state, and federal policies and procedures
- Serves as a liaison to administrators, teachers, counselors, school social workers, school psychologists, and other stakeholders to develop appropriate positive behavior interventions and supports through MTSS
- Communicates and works closely with school site MTSS Coordinators and administration to develop schools' intervention program
- Supports district and school administrators in the implementation of multi-tiered systems of support using balanced assessments and behavior management strategies
- Performs data collection and monitors progress

The Harris County School District is an Equal Opportunity Employer



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- Assists schools in understanding screening, diagnostic, and progress monitoring data for the purpose of identification of students in need
- Supports project development of mental health and behavioral support programs to identify students in need
- Reviews student evaluations and screenings for the purpose of advising consistent and effective services
- Advises school teams with transitioning students from alternative programs, to include psychiatric stabilization placements, residential treatment facilities, etc. to the general education setting
- Monitors student achievement data associated with the multi-tier assessments
- Mentors school-based teams through the development and implementation of MTSS at all tiers
- Identifies, researches, and reviews resources for effective remediation/acceleration for students and teachers
- Creates and facilitates professional development opportunities in behavior and MTSS based on school need
- Maintains records as required by the school, district, and/or state and makes appropriate reports as directed
- Identifies best practices regarding teaching, instruction, and assessment in MTSS
- Provides guidance on current instructional best practices
- Consults with various district stakeholders regarding strategies and techniques to foster student progress
- Supports schools in developing strategic plans for intervention and growth for all students
- Performs other duties as assigned

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. 8-hour school days, generally Monday through Friday, 7:30 am to 4:30 pm. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands, handle or feel, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a maximum of 20 pounds. The employee may be transient and required to travel to school sites as needed.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated in accordance with the TKES/LKES Contributing Professional plan.