JOB DESCRIPTION
MTSS LEAD
CURRICULUM & INSTRUCTION

JOB DESCRIPTION CREATION / REVISION DATE: 2/06/2018

POSITION TITLE: MTSS Lead

DEPARTMENT: Curriculum & Instruction

REPORTS TO: Building Principal and Assistant Director of Curriculum & Instruction

SUPERVISES: N/A

POSITION GOAL(S):
The MTSS Lead will support development and implementation of integrated, culturally and linguistically responsive multi-tiered systems of support (RTI/PBIS) at their school. The MTSS Lead will support staff and site MTSS systems teams to provide academic and social emotional intervention supports to increase academic and social emotional outcomes for all students through a multi-tiered systems framework. The MTSS Lead will be responsible for implementing Tier 2 and Tier 3 MTSS supports and interventions with students on an ongoing basis.

JOB DUTIES / ACCOUNTABILITIES:

1. Working with teams, the MTSS lead will use a data driven process to provide strategic MTSS prevention (Tier 1) and intervention (Tier 2/3) as well as tracking of both student progress and student outcomes.
2. Utilizing a “train the trainer” model the MTSS Lead will provide professional development at their site in PBIS systems, behavioral and academic interventions, progress monitoring, data collection, restorative practices and trauma informed classrooms.
3. In collaboration with content area staff, the MTSS Lead will participate in the integration of MTSS processes and practices across the content areas and grade levels to provide professional development of best practices at all three tiers, both academic and behavioral to support learning in core curriculum.
4. Participates in the planning and implementation of professional development for monthly Coaches Meetings. This includes meeting with District MTSS staff to identify trends and MTSS needs and action plans across sites.
5. Directly work with students to implement Tier II/III interventions as aligned to grade level expectations following established District-wide MTSS processes.
6. The MTSS Lead will ensure quality professional development, technical assistance, and coaching for school staff, in alignment with district priorities as identified in the District U-46 Strategic Plan.
7. Responsible for the collection and analysis of implementation data for their school ensuring high fidelity of MTSS activities and actions plans.
8. Participates in all training as identified by the Assistant Director of Curriculum & Instruction (e.g. culturally and linguistically responsive intervention, equity training, Restorative Practices, Trauma Informed Classrooms/Instruction, academic interventions).
9. Provides training and technical support with Academic Interventions and Progress Monitoring at their site.
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10. Co-facilitates Tier 3 intervention startups with newly trained staff.
11. Support Tier 3 FBA-BIP writing and implementation.
12. Responsible for the implementation of or related to social-emotional learning Tier 3 interventions.
13. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Five years of experience in the instructional areas of literacy, mathematics, and social emotional teaching with diverse learners.
4. Minimum of five years teaching in District U-46 (preferred).
5. Participation as a member of MTSS or PBIS systems team.
7. Consistently meets deadlines and follows through on reporting schedule.
8. Demonstrated interest, knowledge and/or experience in serving culturally and linguistically diverse students.
9. Excellent interpersonal skills.
10. Willingness to collaborate with school staff, district leads and district administrators.

EDUCATION:
1. Tenured, Certified Teacher, Certified SSW, or Certified Psychologist.
2. ESL endorsement and/or ELL Certification preferred.
3. Bilingual English/Spanish written and verbal (preferred).

PHYSICAL DEMANDS:
1. Ability to lift up to 30 lbs. with proper technique.

TERMS OF EMPLOYMENT:
This is a nine month position. Salary and benefits as established by the Board of Education. Flexibility with daily schedule is required.
EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of ETA employees.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________