



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	MANAGER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4042
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

This position is responsible for coordinating and implementing a Multi-Tiered System of Support model in the school settings and districtwide. The MTSS Director will assist with academic and behavior interventions to support high quality instruction for all students, and to meet students' individual needs, utilize measurement tools for various levels of assessment, maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students, and conduct short-term and long-term planning of MTSS. The MTSS Director will align planning to the district's strategic plan, supervise and support multiple role groups to assist with implementation of MTSS, and the district's vision and state and federal requirements, monitoring and evaluating the efficiency of programs within the department.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels (e.g. observations, feedback, modeling, implementation of a reading universal screener, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports)

Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems

Maintains effective and timely written and oral communication with parents, staff and other school personnel

Coordinates MTSS staff development activities for school-based and district personnel and attends all professional development and district-level MTSS meetings

Encourages and models skillful use of data to inform decision making

Maintains cooperative and positive working relationships with parents, staff, and other district personnel

Works collaboratively with various district departments

Serves as requested on district committees

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing and walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push, or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Kentucky Professional Certification in Administration and Supervision (Principal Certification)

Five(5) years of successful teaching experience

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Proven leadership ability
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Experience with diverse populations
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Experience in planning, developing, and implementing professional learning programs
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