



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

JOB TITLE:	MANAGER ACADEMIC MULTI-TIERED SYSTEMS SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV / Grade 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4210
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Supports schools in the design, coordination and implementation of Multi-Tiered System of Support plans for Academics. This includes supporting schools in the design of acceleration plans for students who are behind academically; facilitates the work of the acceleration coaches to ensure schools are supported so that every student has a plan and the appropriate supports to achieve at least one year's worth of growth academically each year and more if necessary for catch-up growth; assists with the identification of appropriate interventions and resources for each level, K-12, and coordinates with various role groups to assist with MTSS academic implementation; aligns planning to the District's strategic plan, all state and federal requirements, and will work closely with the MTSS Behavior and Engagement Team to ensure coherence in MTSS planning and implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides training, consultation and other support to administrators, teachers, school-based leadership and MTSS teams to facilitate the design, coordination and implementation of MTSS for Academics at both the District and school levels
- Supports schools in designing and implementing effective acceleration plans for students who are behind
- Coordinates and supervises the work of the acceleration coaches to best meet school and district student needs
- Monitors the fidelity of implementation of MTSS at the school-level for academics
- Identifies professional learning needs for both school and district personnel and coordinates trainings as needed as related to MTSS Academics
- Encourages and models skillful use of data to inform decision-making as related to MTSS Academics
- Maintains cooperative and positive working relationships with school and District staff
- Collaborates closely with both Teaching and Learning staff and Behavior support staff to ensure coherence with MTSS planning and implementation district-wide
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Serves as requested on District committees
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Master's Degree with valid Kentucky Teaching Certificate
- Five (5) years of successful experience as a teacher

Kentucky Professional Certification in Administration and Supervision

Expertise in equity, inclusion and culturally responsive education
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Effective communication skills

DESIRABLE QUALIFICATIONS

Proven leadership ability

Knowledge of appropriate pedagogy that will address achievement and opportunity gaps
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Experience with diverse populations

Experience in planning, developing and implementing professional learning programs
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Experience in a diverse workplace
