

**Greenwood School District 50
Position Description**

POSITION TITLE: Multi-Tiered Systems of Support (MTSS) Director

Department: Instruction
Reports To: Assistant Superintendent of Instruction

TERMS OF EMPLOYMENT: 240 Days

SUMMARY: Administers programs to enable children to attain maximum achievement and adjustment. Coordinates and supervises the implementation of the district's Multi-Tiered Systems of Support (MTSS) plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Leads the design, implementation and evaluation of MTSS.
- Analyzes data including screening data, referral data, and qualitative data on implementation.
- Ensures alignment of MTSS as the overall strategy to meet each school strategic plan.
- Keeps abreast of current research and state/federal policies within the field.
- Creates, maintains, and updates website as needed.
- Provides feedback from schools to inform district policy and programming.
- Provides leaders with research-based data that allows for informed decision-making.
- Prepares reports and other essential information for state, district, and school leaders.
- Lead district in transition to MTSS, including district and school level teams
- Oversee the work of the district rollout for full implementation of MTSS (Pre-K-12).
- Collaborate with cross-functional teams to determine progress monitoring guidelines.
- Create, validate and publish universal screening and progress monitoring tools.
- Oversee the deployment and support for verbal and physical de-escalation
- Lead the work of integrating the behavior support, student services and academics.
- Plan, create and facilitate appropriate professional development as it relates to MTSS.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's Degree in Education, School Psychology, Administration or other related field with a minimum of five years teaching/administrative experience
- Training in MTSS or equivalent experience
- Proficient in technology

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.