

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## Professional Technical JOB DESCRIPTION

### Multi-Tiered System of Supports (MTSS) Specialist

<b>Department:</b> Office for Professional Development and School Supports	<b>Job Code:</b> TBD
<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Salary Schedule:</b> MGMT 7
<b>Reports To:</b> Director Professional Development and School Supports	<b>Work Days:</b> 245/216
<b>Board Approved Date:</b> May 21, 2013	<b>Work Hours:</b> 8 hrs/day

**JOB GOAL:** Responsible for assisting with developing and implementing MTSS systems at the school and district level by fostering a climate of shared responsibility and shared commitment; supporting regional and school communities in the implementation of evidence-based practices and programs; advocating for an integrated, Multi-Tiered System of Supports; promoting the use of collaborative planning and problem solving; modeling the use of data to drive decision making; seeking, providing, and supporting professional development opportunities; advancing meaningful parental and community involvement; and delivering comprehensive services.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Provide technical assistance to administrators, teachers and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports at the district, region, and school levels. This includes the development of professional learning communities that integrate standards-based instruction and professional growth systems. Technical assistance activities include observation and feedback, modeling and other supportive assistance necessary to implement a Multi-Tiered System of Supports.
2. Collaborate with school sites to develop and implement infrastructure to support collaborative planning and problem solving.
3. Facilitate collaborative planning and inquiry cycles with district and school-based teams.
4. Develop and facilitate Multi-Tiered System of Supports training for school-based leadership teams and other stakeholders.
5. Plan, coordinate, and facilitate the implementation of academic and behavioral common assessments at the elementary, middle, and high school levels.
6. Utilize data to inform instructional planning and monitor the effectiveness of academic and behavior instruction at the core, supplemental, and intensive instruction/intervention levels.
7. Facilitate the development of multi-tiered assessment, problem solving, and instructional supports for students at school sites.
8. Provide technical assistance to school sites to develop plans to monitor and evaluate the fidelity of core, supplemental, and intensive instruction and supports.
9. Support the implementation of a documentation system to ensure sufficiency of supplemental (targeted) and intensive interventions.
10. Model and facilitate the evaluation of the types of responses to instruction/intervention for large groups, small groups, and individual students.
11. Facilitate the involvement of students and families in the development and evaluation of supplemental and intensive interventions.
12. Collaborate with educators and other stakeholders to create safe, healthy, and supportive learning environments for all students.
13. Perform other duties as assigned.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Multi-Tiered System of Supports
- Problem solving, collaborative planning, and data-based decision making skills
- Ability to provide technical assistance and integrate technology to provide professional development
- Possess strong interpersonal, consultation, and facilitation skills
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## Professional Technical JOB DESCRIPTION

- Ability to reflect and apply knowledge from current research on best practices for improving student achievement
- Ability to build and sustain relationships with educators from various disciplines and skill
- Demonstrate command of leadership skills in formal and informal settings
- Ability to organize, prioritize, and manage work assignments in an efficient manner
- Ability to facilitate groups of educators through the change process to consensus

### EDUCATION, TRAINING & EXPERIENCE:

- Master's degree in education or a closely related field
- Experience with development and implementation of professional development training
- Experience with program evaluation strategies and methods
- Experience in the assessment of student skills using a variety of formal and informal assessment tools
- Experience with the implementation of a Multi-Tiered System of Supports at the school or district level

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid Florida Educator's Certificate

### PREFERRED QUALIFICATIONS:

- Five years of experience in PK-12 public education
- Familiarity with policies and procedures of Florida public schools.

### SUPERVISORY RESPONSIBILITY: none

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

R	Sitting	Resting with the body supported by the buttocks or thighs.
F	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## Professional Technical JOB DESCRIPTION

O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

**'X'**

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
	Other	

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**Professional Technical**  
**JOB DESCRIPTION**

**MACHINES, TOOLS, EQUIPMENT:**

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*