

**Educational Service Unit No. 6, Inc.**  
Job Description

**Job Title:** NeMTSS Regional Lead  
**Department:** Student Services  
**Supervisors:** Director of Student Services  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 10-28-2020  
**Location:** Milford, NE

**Summary**

The NeMTSS Regional Lead will serve and support school leaders in the integration of academic and social emotional competencies across the region of ESUs 4, 5 & 6. This includes, but is not limited to, programming related to: MTSS, CASEL, PBIS, social emotional and academic curriculum and instructional materials, school culture, trauma informed practices, restorative practices, and equitable classrooms. The NeMTSS Regional Lead will also be supporting district and ESU staff to improve academic and social emotional practices in their classrooms to support deep implementation of evidence based practices identified in District Targeted Improvement Plans to improve student outcomes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Complies with the ESU 6 Board of Education Policies and Employee Handbook.
- Participates as a member of the NeMTSS State-level team.
- Provides consultation, facilitation, system development and assessment services to school districts in the assigned region.
- Provides training opportunities for regional team members, school districts, ESUs and community professions.
- Maintains a MTSS Resource Library with current publications related to the field of continuous improvement through a MTSS Framework.
- Stays informed of evidence-based instructional materials, strategies, interventions, assessments and technology for improved outcomes for all students.
- Keeps current on new research and best practices around Multi-tiered Systems of Support.
- Collaborates regularly with other MTSS Regional Consultants in Nebraska.
- Maintains a database of all contacts and training participants.
- Contributes to the enhancement of the NeMTSS website.
- Participates in ongoing professional learning opportunities at the state and national levels.
- Regular and reliable attendance on location is an essential function of this position.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Collects and researches data; uses intuition and experience to complement data.

**Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

**Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Cost Consciousness** - Works within approved budget; conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

**Organizational Support** - Follows policies and procedures; supports organization's goals and values.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation.

**Achievement Focus** - Sets and achieves challenging goals; recognizes and acts on opportunities.

**Personal Appearance** - Dresses appropriately for position; keeps self well groomed.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate people with an alternate plan.

**Initiative** - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Judgement** - Exhibits sound and accurate judgment.

**Planning/Organizing** - Uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Qualifications** - 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 or equivalent preferred. Minimum 5 years Professional or PK-12 teaching experience. Knowledge and understanding of best practices in academic and behavior core instruction, evidence-based interventions and systems development. Experience in leadership and collaboration with ESU, school district, and NDE personnel.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from all stakeholders.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Google Suite, Zoom, Word Processing software and Spreadsheet software.

**Certificates, Licenses, Registrations**

- Valid Nebraska Teaching or Administrative Certificate; Current driver's license

**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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 usually moderate.

**Acknowledgements** - The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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ACKNOWLEDGED: Supervisor Signature

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Date

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ACKNOWLEDGED: Employee Signature

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Date

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PRINT: Employee Name