POSITION TITLE: MTSS Program Specialist
SCHOOL/DEPARTMENT: Curriculum and Instruction Division
LOCATION: Central Services Building located at 2222-C South Fayetteville Street, Asheboro, N.C. 27205
PAY GRADE: Teacher Level
FLSA STATUS: Exempt
REPORTS TO: Director of Middle Schools/AIG/Title II
SUPERVISES: N/A
WORK WEEK SCHEDULE: Monday-Friday
WORK HOURS: 50% Part-Time
NUMBER OF MONTHS PER YEAR: 12

POSITION PURPOSE
The individual in this position will provide leadership in the creation and implementation of the Randolph County School Systems Multi-Tiered Support System (MTSS) plan. The individual will also be responsible for ensuring compliance of all associated local, state and federal reporting requirements and working collaboratively with district staff, administrators, teachers and teams in order to realize district goals and continuous improvement.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and local regulatory requirements applicable to RCSS
- Knowledge of K-12 curriculum, best teaching practices and school environments
- Ability to assess teaching practices for the purposes of providing coaching and feedback
- Requires the ability to effectively communicate, collaborate and build positive relationships with school and district personnel
- Knowledge and skills required to develop and deliver professional development in a variety of areas including MTSS, mathematics, and literacy instruction
- Requires the ability to meet deadlines established by the Director of Middle Schools.
- Requires the ability to bring groups of individuals to consensus when decisions must be made about instructional practices and materials
- Significant knowledge of Microsoft Office and the ability to learn and implement new technology
- Ability to utilize and/or create data needed to improve teaching and learning in order to realize goals.
EDUCATION, TRAINING, AND EXPERIENCE:

- NC Teaching License
- Minimum of 5 years teaching experience

CERTIFICATION AND LICENSE REQUIREMENTS:

- Hold a North Carolina teaching license
- Possess a valid North Carolina driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow all rules, policies and procedures of Randolph County School System, along with state and federal regulations pertaining to all schools and technology.
- Create, implement and monitor the MTSS plan for the district.
- Maintain and update the MTSS pages on the district website
- Attend regional and state MTSS meetings
- Attend conferences and workshops to stay abreast of best teaching practices and research
- Facilitate the development of multi-tiered assessment, problem solving, and instructional supports for students at school sites
- Audit MTSS files and records
- Plan and facilitate monthly MTSS district level and site team meetings
- Research and develop professional development related to MTSS and other core areas as needed
- Assist in planning and leading monthly middle school lead teacher meetings
- Organize, coordinate and co-facilitate the district and leadership MTSS teams
- Develop and support a plan to build local training and coaching capacity associated with the implementation of MTSS in the Randolph County School System
- Utilize data to inform instructional planning and monitor the effectiveness of academic and behavior instruction at the core, supplemental, and intensive instruction/intervention levels
- Perform other duties as assigned

ESTABLISHED DATE OF POSITION:
REVISED DATE(S): N/A
DISCLAIMER: The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employee assigned to this position. This position description may be revised by the supervisor, with HR review and approval, at any time.