



Job Title: **MTSS Specialist**
 Department: **Responsive Services**
 Supervisor: **Responsive Services Director**
 Lane Placement: **Licensed Salary Schedule**
 Schedule: **8 hrs/206 days** Evaluation Group: **CTESS-Spec**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The MTSS Specialist works under the direction of the Director of Responsive Services to help ensure each student is safe, healthy and ready to learn. The specialist assists in all matters pertaining to the development and implementation of a consistent Multi-Tiered System of Supports (MTSS) model of tiered intervention processes and procedures across the district emphasizing on the social emotional and behavior components. The MTSS Specialist will provide information and professional development to school site teams, ensuring that MTSS components are established in the district. Areas of focus include Trauma Informed Practices, Restorative Practices and Social Emotional Learning.

ESSENTIAL FUNCTIONS

- Provides training, consultation, and support to administrators, teachers, and school based leadership teams to facilitate implementation of a Multi-Tiered System of Supports at the district and school levels. Assistance activities include observation and feedback, modeling, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports.
- Coordinates MTSS staff development activities for school-based and district personnel.
- Monitors process to ensure compliance and adherence to district procedures, state guidelines and federal regulations.
- Identify clear processes for universal screening, which will be used to identify students who need additional support.
- Establish a progress monitoring process and data collection procedures including cut points.
- Ensure the development, identification, and establishment of interventions at Tier II and III at each school site.
- Help schools build capacity to respond to disruptive student behaviors.
- Provide school support for immediate behavior crisis.
- Coach school staff on the implementation and monitoring of evidence-based interventions to determine effectiveness.
- Support schools with the collection and analysis of schoolwide behavior data.
- Serve on District Level teams addressing behavior and mental health issues, as assigned.
- Provide technical assistance for crisis support.
- Provide professional learning opportunities for school and district staff as requested.
- Coordinate behavioral services across District departments to serve students.
- Collect and analyze District behavior data to support early interventions.
- Develop or support school staff in developing a functional behavior analysis of targeted behaviors and a behavior plan when needed.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- At least three years of school-based employment in a related position
- Must have current certification as a Licensed School Social Worker, Licensed School Counselor, Teacher, or School Psychologist.
- Ability to build and sustain positive relationships with school-based personnel
- Ability to treat students, parents and staff with empathy and discretion
- Demonstrated skills with behavior analysis and developing behavior plans
- Exceptional communication skills both verbal and written
- Willingness to continually learn new information and develop new skills
- Ability to take initiative, work efficiently and effectively with little oversight, and complete assignments on-time
- Ability to work collaboratively and individually on assigned tasks
- Ability to keep sensitive information confidential
- Incumbent must be fingerprinted and clear a criminal backgrounds check

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 7/20/2020