

**Multi-Tiered System Support (MTSS) Instructional Specialist
New Hanover County Schools**

Job Description

Class: Certified

Dept: Instruction and Academic Accountability

TITLE: Instructional Specialist

- QUALIFICATIONS:**
1. Master's degree with North Carolina teaching certificate in education, special education or a closely related field.
 2. Minimum of five years teaching experience.
 3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Elementary Education

JOB GOAL: To support the implementation of the MTSS so that schools can provide the appropriate level of instruction and intervention for all NHCS students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Ensure district policies and practices align with and support a multi-tiered system.
3. Assist in assessing that technology in the schools is sufficient to support instructional decision making and implementation of instruction.
4. Provide instructional support and staff development to teachers and serve as a resource in such areas as curriculum and instruction. Monitor the use of data-based decision making to match instructional supports and strategies.
5. Develop, organize and deliver professional development for administrators and teachers to ensure fidelity of implementation of the MTSS methodology and state standards.
6. Monitor the assessment of expected rates of progress through the use of three tiers of increasing intensive instructional supports and strategies.
7. Attend meetings and workshops at program sites; hold meetings for administrators, teachers and families in school programs.

8. Collaborate with schools and other departments; serve on interdepartmental committees.
9. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
10. Provide an evaluation process that monitors both implementation and outcomes.
11. Gather, analyze and share program data with all stakeholders.
12. Perform other duties and responsibilities as assigned by the Director of Elementary Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the MTSS, RTI, Common Core and North Carolina Essential Standards.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs. Ability to create and maintain a webpage.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.