



JOB DESCRIPTION

Position Code: 252
Classified Group: SJAA
Salary Range: 21
Work Days: 225
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POSITION TITLE: Director, Multi-Tiered System of Supports

DEFINITION: Under general direction, responsible for implementing and managing the district-wide multi-tiered system of supports; coordinates the delivery of comprehensive services, ensures implementation of evidence-based practices and programs, promotes collaborative planning and problem solving and supports an infrastructure for data driven decision making.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent, Educational Services

SUPERVISION OVER: Classified and Certificated personnel, as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Directs the planning, management, and implementation of Multi-Tiered Systems of Supports (MTSS) program services at the district and school site levels.
2. Provides technical support to site administrators, and other stakeholders, to facilitate implementation and continuous analysis of MTSS program services at the district and school site levels.
3. Collaborates with school sites and applicable district programs to develop an infrastructure to support comprehensive, collaborative planning and problem solving.
4. Assists in the development of departmental and district policies and procedures related to MTSS program services and monitors applicable federal and state laws and regulations to ensure district-wide compliance.
5. Directs, supervises, and evaluates the performance of assigned staff and provides in-service trainings as necessary.
6. Develops and facilitates MTSS trainings for site administration, instructional support personnel, and other stakeholders.
7. Develops instructional resources to assist site administrators and instructional staff in implementing interventions in the K-12 core content areas.
8. Establishes the processes and procedures for continuous analysis, review and refinement of MTSS program services provided and their effectiveness.
9. Identifies processes for universal screenings used to identify students who need additional supports.
10. Directs the development and evaluation of MTSS models and processes at school sites in accordance with district policy and procedures.
11. Prepares and develops annual budgets for directly supervised departments/offices and analyzes and reviews budgetary and financial data to monitor and authorize expenditures in accordance with established district guidelines.
12. Serves as a liaison between the district, other school districts, and applicable county, state, and federal agencies.
13. Prepares documentation and report data related to MTSS programs and services for the purpose of providing written support, conveying information, and complying with state and federal guidelines.
14. Identifies and reviews staffing needs and participates in the interview and selection process.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess a valid California Administrative Services credential.

Licenses and Certificates:

- Valid California administrative services credential
- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state laws, codes, regulations, and district policies and procedures
- Knowledge of the MTSS conceptual framework and integration within the academic environment
- Knowledge of cognitive coaching or other similar coaching frameworks or methodologies
- Knowledge of Social Emotional Learning principles
- Knowledge and skills to develop and implement programs, including needs assessment, curriculum development and evaluation
- Knowledge and skills to develop goals and objectives which can be monitored and measured
- Knowledge of budget development principles and control practices in accordance with established guidelines
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to understand and follow verbal and written instruction
- Ability to analyze and resolve problems with tact and diplomacy

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff, students, and the public
- Frequent interruptions and significant distractions
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print

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- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 7/1/2019