

MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF MULTI-TIERED SYSTEM OF SUPPORTS:
BEHAVIORAL, SOCIAL-EMOTIONAL, AND ACADEMIC**

JOB SUMMARY:

Under the direction of the Executive Director of Student, Family, Community, and Instruction Services, supports capacity-building of District and schools to establish and maintain positive cultures, climates, and systems that ensure the social and academic success of all students.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and chairs the District Multi-Tiered System of Supports Committee to provide leadership and support for MTSS initiatives.
- Collaborates with various departments and stakeholders:
 - Plans, implements, and evaluates a Districtwide system for academic progress monitoring, intervention, and support.
 - Designs, coordinates, and facilitates parent education at site and District levels on selection, training, administration, and analysis of a Districtwide universal screener.
 - Seeks, plans, coordinates, and provides Tier I, II, and III interventions.
 - Promotes District and site environments responsive to the needs of all students.
- Participates in the development, coordination, and facilitation of professional development, coaching, and technical assistance for Social Emotional Learning (SEL), Positive Behavioral Interventions and Supports (PBIS), Restorative Practices, Trauma Informed Practices, and Educational Monitoring Team (EMT) at site and District levels; assists site teams to adopt and implement programs and practices.
- Assists schools to utilize School-Wide Information System (SWIS) and other data-tracking systems to collect and analyze data to determine patterns and trends, and increase program effectiveness.
- Coordinates and conducts campus walkthroughs to assist staff to monitor and increase effectiveness of PBIS programs.
- Facilitates expansion and sustainability of positive practices Districtwide.
- Identifies, supports, and assists in the establishment of MTSS and PBIS demonstration sites.
- Maximizes effectiveness of existing partnerships and seeks new partnerships to increase mental health services for District students.
- Participates in regional, statewide, and national trainings to learn, implement, and share innovative research-based practices.
- Represents the department and District on committees, work teams, and parent and community committees and at local, state, and national meetings and conferences.
- Develops and prepares related plans, reports, and presentations including Board, state, and federal reports.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Administrative Credential.
- Master's Degree.
- Multiple-Subject, or Special Education Teaching Credential or related teaching experience desired.
- Pupil Personnel Services (PPS) Credential desired.

Knowledge, Skills, and Abilities

- Highly knowledgeable and experienced with research-based practice of MTSS at all three tiers: universal, secondary, and tertiary.
- Formal training and demonstrated successful experience prescribing and implementing a variety of evidence-based systems of behavioral and academic interventions.
- Demonstrated leadership and project management skills (planning, coordinating, implementing, evaluating).
- Successful experience planning, providing, and/or facilitating professional development and school improvement activities.
- Experience and demonstrated success with evidence-based decision making.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.
- Demonstrated experience and success partnering with community agencies to provide wrap-around support for students.
- Experience using Sanford Harmony, Second Step, and/or other SEL curriculum and practices.
- Demonstrated strong interpersonal skills and positive working relationships with individuals, teams, and stakeholder groups at all levels of the organization.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Demonstrated excellent oral and written communication skills.
- Ability to use Microsoft Office tools to facilitate organization, communication, presentations, and data analysis.

Management Salary Schedule: Range A

BOARD APPROVED: 08/15/18

REVISION DATES: