



**Job Title:** MTSS Lead (Supplemental Position)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

**Job Summary:**

- Serves as a teacher leader responsible for coordinating and strengthening the school's Multi-Tiered System of Supports (MTSS) framework.
- Ensures systems, structures, and practices are in place to support academic and behavioral success for all students through data-driven problem solving and intervention planning.

**Essential Duties**

- Lead the implementation of the school's MTSS framework across all tiers of support.
- Ensure consistent use of MTSS processes for academic and behavioral problem solving.
- Support development and monitoring of Tier I, II, and III supports.
- Promote alignment between core instruction, intervention, and enrichment.
- Support staff in understanding and applying MTSS practices with fidelity.
  - Maintain high-quality instructional responsibilities while fulfilling supplemental leadership duties.
  - Attend and participate in required meetings, trainings, and planning sessions.
  - Collaborate closely with administration to align MTSS work with school improvement goals.
  - Uphold district policies, procedures, and professional standards.
  - Perform additional related duties as assigned by the principal.
  - Facilitate data meetings focused on identifying student needs and determining appropriate supports.
  - Support staff in analyzing academic and behavioral data to guide interventions.
  - Monitor student progress and effectiveness of interventions across tiers.
  - Assist in identifying trends and systemic needs within the school.
  - Ensure proper documentation of interventions and progress monitoring.
  - Support development and scheduling of intervention groups based on student needs.
  - Collaborate with teachers, interventionists, and specialists to align supports.
  - Assist in selecting evidence-based interventions and strategies.
  - Monitor implementation of interventions to ensure fidelity.
  - Support adjustments to interventions based on student response.
- Serve as a liaison between teachers, administration, and support staff regarding MTSS processes.
- Facilitate communication across teams to ensure alignment of supports.
- Collaborate with special education, ESOL, and other programs to ensure coordinated services.

- Support communication with families regarding interventions and student progress.
- Promote a proactive, student-centered approach to intervention and support.
- Support staff in building capacity around MTSS practices.
- Encourage collaboration, reflection, and shared accountability for student success.
- Support school-wide procedures, including student supervision and safety protocols.
- Assist with behavior support systems and intervention planning.

### **Expectations**

- Maintain high-quality instructional responsibilities while fulfilling supplemental leadership duties.
- Attend and participate in required meetings, trainings, and planning sessions.
- Collaborate closely with administration to align MTSS work with school improvement goals.
- Uphold district policies, procedures, and professional standards.
- Perform additional related duties as assigned by the principal.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

- Valid South Carolina teaching certification.
- Minimum of three years of successful classroom teaching experience (preferred).
- Demonstrated effectiveness in elementary instruction, particularly in literacy and foundational skills.
- Strong facilitation, communication, and organizational skills.
- Ability to lead peers through influence, collaboration, and professionalism.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

