



Job Title: Middle School Multi-Tiered Systems of Support (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:

- School-wide implementation and sustainability of the Multi-Tiered System of Supports (MTSS) framework for every student to receive the appropriate academic, behavioral, and social-emotional support through a proactive, data-driven approach.
- Serves as a primary expert on intervention strategies and the liaison for school-based Student Support Teams.

Essential Duties

1. Coordinate and oversee Universal Screening for academics and behavior to identify students at risk.
2. Lead structured MTSS team meetings, using data systems to analyze trends, monitor student progress, and ensure decision-making is rooted in evidence rather than anecdote.
3. Conduct regular fidelity checks to ensure that Tier 2 and Tier 3 interventions are delivered as intended and documented accurately.
4. Monitor alignment that the MTSS process is in compliance with South Carolina legislative mandates, including Act 213 and Act 114 (Read to Succeed).

Instructional Support & Capacity Building

1. Provide ongoing coaching and professional development to classroom teachers on effective Tier 1 (universal) strategies and Tier 2 (targeted) interventions.
2. Assist teams in identifying and selecting research-based interventions for literacy, math, and behavior that align with student-specific root causes.
3. Serve as the primary point of contact between general education, special education, and administration to ensure a cohesive student support system.
4. Support teachers in communicating with families regarding intervention plans, progress monitoring data, and strategies for home support.

Expectations

1. Maintain regular job responsibilities while fulfilling supplemental leadership duties.

2. Model high-quality classroom instruction and the effective use of differentiated Tier 1 supports.
3. Attend and lead required MTSS leadership meetings, district-level trainings, and planning sessions.
4. Ensure that student records and intervention plans are maintained with a high degree of confidentiality and accuracy.

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.

