



Job Title: High School Multi-tiered System of Supports (MTSS) Lead (Supplemental Assignment)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year 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 implementation of the Multi-Tiered System of Supports (MTSS) to improve student outcomes.
- Ensures a systematic, data-driven approach to identifying and addressing academic and behavioral needs across Tier I, Tier II, and Tier III supports.
- Provides positive and productive leadership aligned to the principal's vision, supports staff in using data effectively, and ensures alignment between interventions, instruction, and school improvement goals. This role is critical in building a responsive system of support that promotes student success.

Essential Duties

MTSS Leadership and Coordination

1. Facilitate and lead school-based MTSS team meetings, ensuring clear structures, agendas, and follow-up actions.
2. Oversee implementation of the MTSS framework with fidelity across the school.
3. Coordinate and monitor Tier I, Tier II, and Tier III systems of support, ensuring appropriate interventions are in place.
4. Collaborate with administration to align MTSS implementation with school improvement goals and priorities.

Data, Intervention and Progress Monitoring

1. Guide staff in the use of data to identify student needs, including academic and behavioral indicators.
2. Support teachers in developing and implementing targeted intervention plans.
3. Ensure consistent progress monitoring and documentation of interventions and student outcomes.
4. Analyze data to evaluate effectiveness of interventions and recommend adjustments as needed.

Instructional Support and Coaching

1. Provide professional development and coaching on MTSS processes, intervention strategies, and best practices.
2. Support staff in implementing research-based instructional strategies to meet diverse student needs.

3. Collaborate with teachers to strengthen Tier I instruction and reduce the need for intensive interventions.

Collaboration and Systems Alignment

1. Work closely with counselors, special education staff, and other support personnel to ensure a coordinated continuum of services.
2. Support alignment between MTSS, special education, and other student support systems.
3. Foster collaboration among teachers and support staff to improve student outcomes.

Compliance and Communication

1. Attend district MTSS trainings and meetings and ensure implementation of district expectations.
2. Monitor compliance with district and state MTSS requirements, including documentation and timelines.
3. Communicate clearly with staff regarding MTSS processes, expectations, and student support plans.
4. Support communication with families regarding student interventions and progress, as appropriate.

Expectations

1. Maintain full classroom responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, including district MTSS trainings and school-based MTSS meetings.
3. Collaborate closely with administration to align MTSS work with school improvement goals.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional related duties as assigned in support of student success.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

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.

