Adams12 Five Star Schools

Job Description
Revised/Updated: **July 2026**

Job Title:	**Director, Multi-Tiered System of Supports (MTSS)**	Job Code:	**050401**
Job Family:	**Certified**	FLSA Status:	**Ex - Adm**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for developing, leading, implementing, monitoring, and collaborating with other educators in the districtwide integration of MTSS. Provide knowledge, guidance, and support to building level administrators, general education teachers and Student Support Services staff for students with academic and behavioral challenges in the area of professional development, programming, and resources to increase student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and provide knowledge, guidance, coaching and support to building level administrators, general education teachers and Student Support Services staff on MTSS implementation. Communicate with identified stakeholders working on Kid Talk Teams, Data Teams, and Problem Solving Teams to implement the MTSS model which includes identified approaches including RtI and PBIS.	D	20%
2. Providing direct services as follows: Training and ongoing coaching to school leadership teams and teachers on the MTSS framework. Working to develop, implement, and sustain a MTSS framework Analyzing and utilizing student and teacher data to guide data-based decision making and enhance direct instruction Reviewing and updating student codes of conduct Supporting teachers in identifying student needs and providing appropriate interventions.	D	20%
3. Create and implement structures for collaboration across the Learning Services team, and building level administrators and teachers to ensure quality programming for students with academic and behavioral needs in accordance with district, state and federal guidelines. Lead the planning, implementation and evaluation of new programs and/or the modification of existing programs to meet the unique learning needs of students, including the development of additional pathways for student learning. Identify and allocate resources based on programming needs. Actively participate in the implementation of the district's vision for student achievement.	D	20%
4. Facilitate communication and collaboration with various departments, including but not limited to: Special Education, Gifted & Talented, Student Engagement Initiatives, Learning Services, IT, and with the Adams 12 Five Star Schools Board of Education, community and the superintendent.	M	10%
5. Plan and lead level MTSS specific committee meetings. Communicate information to all district stakeholders.	M	10%
6. Collaboratively work with colleagues across Learning Services, IT and identified school personnel to develop and determine how best to track and house student data used as part of the problem solving/data team process in schools.	W	10%
7. Research and coordinate the selection of instructional/program materials and resources associated with MTSS. Oversee the process for adopting instructional materials. Conduct program reviews, develop new programs and/or courses, and revise MTSS frameworks as needed to align with National or State Framework changes. Inform administrators and teachers about changes.	M	5%
8. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education plus additional coursework required for certification or licensure.
- Minimum of three (5) years of experience in the field of public school education.
- Coursework in Linguistically Diverse Education preferred
- Last Performance Evaluation meeting or exceeding standards in all performance areas and overall performance
- Demonstrated ability to work effectively as part of a team

- Previous successful experience working with adult learners preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Administrator license preferred
- Criminal background check required for hire.
- Valid driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Deep knowledge of content area standards
- Knowledge of standards based education.
- Knowledge of special education programs and services.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Ability to make appropriate data based decisions.
- Ability to facilitate professional learning related to content area.
- Ability to manage district grants and budgets
- Excellent oral, written, and public speaking communication skills.
- Ability to use word processing and spreadsheets
- High level of interpersonal skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Professional Learning and Strategic Alignment	3120

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Staff Mental Health/Wellness Coordinator	1	100603
	Crisis Recovery/Suicide Prevention Coordinator	2	5061
	Section 504 Coordinator	1	070416

- Supervisory responsibilities include hiring, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for MTSS

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			

Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	