

## **GARRARD COUNTY SCHOOLS**

### **Job Description**

**CLASS TITLE: MULTI-TIERED SYSTEM OF SUPPORT SCHOOL LEVEL SUPPORT**

**REPORTS TO:** Principal

**EXEMPT STATUS:** Exempt

**APPROVED:**

#### **BASIC FUNCTION:**

Provides supportive interventions to students to effect positive behavioral change. Complies with Federal, State, county, and District policies, regulations, and procedures. Supports school in the implementation of MTSS procedures for the goal of academic achievement

#### **MEASURE OF SUCCESS:**

- Increase in student academic and behavior outcomes as evidenced by the data collection.
- Increase students' abilities to succeed in school by working in collaboration with other school faculty, staff, and administrators, as evidenced by data review.
- Increase in successful grade-level transitions of students as evidenced by student outcomes.

#### **DUTIES AND RESPONSIBILITIES:**

- Maintains, at all times, an orderly system of management and keeps appropriate administrators fully informed of intervention activities and problems, as well as routine matters relating to his/her own accountability.
  - Monitor and manage all MTSS Folder for the school
  - Gather and chart Tier 2 and Tier 3 behavior interventions
  - Check-in/check-out with tiered behavior intervention students
  - Observe for Tier 3 behavior interventions
  - Communicate with parents behavior and progress in MTSS
  - Conduct Tier 3 MTSS Folder meetings
  - Work with Tier 1 teachers to gather data for MTSS Folders

- Work with Interventionists collecting Tier data for MTSS Folders
- Attend all school ARC's to be liaison for Trl and MTSS Folder meetings
- Attend all RtI and MTSS Folder meetings
- Provides consultation and support to administrators, teachers, and school-based leadership teams to facilitate the implementation of a Multi-Tiered System of Support (MTSS) at the school level.
- Works collaboratively with teachers, staff, and administrators. Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems.
- Attends meetings as necessary to perform duties relevant to research-based academic and behavioral interventions and systems of support. Meeting attendance will be at the discretion of the Principal and Superintendent.
- As requested, provides technical assistance to school-level intervention teams for analyzing screening data, identification, and implementation of research-based interventions targeting student needs, including the collection and analysis of progress data to determine response to the intervention.
- Assists in proper referrals of students suspected of having an emotional/behavioral disability.
- Collaborates with ARC members to develop appropriate individualized educational programs (IEPs) for eligible students.
- Performs related duties and assumes other responsibilities as may be assigned by the Principal including monitoring cafeteria, recess, or in-school suspension if needed.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Safe practices in schools
- Behavior and academic evidence-based interventions
- KY MTSS
- PBIS
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.

#### **ABILITY TO:**

- Communicate and maintain effective relationships
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions, and limitations of assigned duties.

- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively and collaboratively with various groups and gain consensus related to project implementation and other problem-solving.
- Operate instructional and office equipment.

**PHYSICAL DEMANDS:**

- Work is performed sitting, bending, walking, standing, etc.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires the ability to lift, carry, push or pull minimal weights.

**EDUCATION AND EXPERIENCE:**

- Kentucky Teacher Certification
- Five (5) years of successful teaching experience
- Experience working with students
- Prior experience in instructing and implementing academic and behavior Response-to-Intervention.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Driver's License
- KY Teacher Certification

**PRIMARY LOCATION:** School

**SALARY RANGE:** \$ Certified Salary Schedule

**SHIFT TYPE:** Full-time