

**TITLE:**

**MTSS Coordinator (Multi-Tiered Systems of Support)**

**QUALIFICATIONS:**

**Master's degree in Education, School Psychology, Counseling, or a related field.**

**Valid Kentucky teaching or administrative certification.**

**Minimum of 3 years of experience in education, with at least 1 year in a role related to student support services (e.g., RTI, PBIS, special education, school counseling).**

**Strong knowledge of MTSS components including academic and behavioral intervention frameworks, progress monitoring tools, and data analysis.**

**Excellent interpersonal, organizational, and communication skills.**

**Ability to lead cross-functional teams and deliver effective professional development.**

**REPORTS TO:**

**Chief Academic Officer**

**PRIMARY JOB GOAL:**

**The MTSS Coordinator will lead the development, implementation, and evaluation of a comprehensive Multi-Tiered Systems of Support framework for academic, behavioral, and social-emotional success across K–12 schools in the district. This position will work collaboratively with school administrators, teachers, counselors, and support staff to ensure all students receive timely and appropriate support tailored to their individual needs.**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Experience with MTSS implementation in a K–12 setting.**

**Background in both academic and behavioral interventions.**

**Experience using data platforms such as Infinite Campus, MAP, or similar tools.**

**Familiarity with the Kentucky Multi-Tiered System of Supports (KyMTSS) framework.**

**PERFORMANCE RESPONSIBILITIES:**

- **Provide leadership in the design and implementation of the district-wide MTSS framework.**
- **Support schools in using data-driven decision-making to identify students' needs and provide appropriate interventions at Tier 1, 2, and 3.**
- **Collaborate with school-based MTSS teams to monitor student progress and intervention effectiveness.**
- **Train and support staff in universal screening, progress monitoring, intervention fidelity, and data interpretation.**
- **Assist with the selection, implementation, and evaluation of academic and behavioral interventions.**
- **Develop and maintain MTSS protocols, tools, and documentation processes.**
- **Align MTSS practices with state (Kentucky Department of Education) and federal regulations, including ESSA and IDEA.**
- **Coordinate with other district initiatives (e.g., PBIS, RTI, SEL programs, special education) to ensure cohesive support systems.**
- **Provide professional development and coaching to educators on MTSS-related practices.**
- **Analyze and report district-wide MTSS data to inform policy and practice.**
- **Serve as a resource for parent engagement in intervention planning and support**
- **Perform related duties and assume other responsibilities as may be assigned by the Chief Academic Officer and Superintendent.**

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**TERMS OF EMPLOYMENT:**

Up to 210 days of employment; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

**Date of Approval:** May 22, 2025

**I have read and understand the terms set forth in this job description.**

**Signature of Employee**\_\_\_\_\_

**Date Signed**\_\_\_\_\_