



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Multi-Tiered System of Support (MTSS) Specialist
Payroll/Personnel Type:	12 Months
Reports to:	Director of Curriculum & Instruction
Shift Length:	8 Hours a Day
Union Eligibility	Not Eligible

Position Summary:

In this position, you will be responsible for developing, leading, implementing, monitoring, and collaborating with other educators in deepening districtwide awareness and integration of Multi-Tiered System of Support (MTSS). You will provide knowledge, guidance, and support to building level administrators, general education teachers and Student Support Services staff for scholars with academic and behavioral challenges. Additionally, you will lead and support in the areas of professional development, programming, and resources to increase scholar achievement.

As the MTSS Specialist you must have a depth of knowledge and expertise of the 3 Tier Response to Intervention (RTI) process, possess the ability to work collaboratively with administrators, school psychologists, curriculum coordinator, behavior specialist, special education teachers, general education classroom teachers, paraprofessionals, parents, and staff and be able to design, implement and monitor interventions designed to help scholars achieve academic success.

Essential Functions:

- Coordinates and facilitates Scholar Intervention Team (SIT) Meetings at assigned schools to address the following:
 - Identifies areas of strengths, growth and needs based on multiple sources of data
 - Determines research-based interventions and supports
 - Determines validated progress monitoring tool
 - Analyzes ongoing progress monitoring data to determine next steps
 - Responsible for maintaining updated electronic files for all scholars in the SIT process
 - Provides guidance and support for the effective use of behavioral support tools (Functional behavior Investigations, behavior action plans, positive behavior supports)
 - Provides training, explanations, and modeling regarding best practices in the four major SIT areas
 - Communicate with parents, teachers, and paraprofessionals in regard to scholars who are receiving services on Tier 2 or Tier 3 or special education.
 - Provides observations and coaching to assist teachers and others implementing interventions with fidelity in a professional manner
 - Completes all processes in compliance with relevant federal and state laws, rules, and regulations
 - Oversee data collection including universal screening and progress monitoring at Tiers 2 & 3
 - Required to attend scheduled shift during regular business hours as mandated
 - Progress monitor scholars involved in the Rtl process to ensure that interventions are implemented with fidelity and show scholar progress using graphs and charts.
 - Provide documentation and progress monitoring data to school psychologists and Behavior Specialist as/if needed
 - Write goals and interventions that address the needs of each individual scholar who is referred to the Rtl / MTSS Team



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- Stay current with RtI / MTSS trends and research based interventions so teachers and scholars are offered a variety of interventions to choose from
- Performs other duties as assigned by the appropriate administrator

Knowledge, Skills, and Abilities:

- Written and oral communication
- Analytical skills
- Proficient in Microsoft Office Suite
- Supervisory and Leadership skills
- Disaggregation and analysis of data
- Response to intervention and problem solving process
- Research best practice interventions in instruction and behavior

Experience:

- Five years' experience in teaching, counseling, or providing academic and/or behavioral interventions with diverse scholar populations at any level
- Experience facilitating staff development in the areas of classroom management, Tier I, II, III instruction, positive climate and culture, and analyzing and explaining data to various audiences
- Knowledge of the implementation of the Response to Intervention (RTI) / MTSS process for academics, social emotional and behavior and the ability to communicate and work alongside staff in this process

Education:

- Bachelor's Degree in education or counseling (required)
- Certification in an academic subject area
- Master's Degree in curriculum & Instruction (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.