



JOB TITLE	DEPARTMENT	REPORTS TO
Multi-Tiered System Support (MTSS) Specialist – Grant Funded	Office of Teaching and Learning	Director of Elementary Education

Position No: 61012	Length of Work Year: 11 or 12 Months
Salary Schedule: IN11 or IN12	Date Approved: 7/1/21
FSLA: Exempt	Date Revised: 6/4/25

JOB GOAL
Leads the implementation of a district-wide MTSS framework, inclusive of a tiered infrastructure that uses data to help match academic, social-emotional, mental health, and behavioral interventions to reach all students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master’s Degree from an accredited educational institution. 2. Valid Florida Educator Certificate. 3. Minimum of (5) years of experience in the field related to the title of the position. 4. Experience in the following preferred: <ul style="list-style-type: none"> • Advanced training in MTSS/RTI • Implementing MTSS/RTI • Providing professional development for adult learners • Leading teams through data-based problem solving and decision making at the student, small-group, and system-wide levels 5. Ability to perform the functions of the position. 6. Provides coaching and support on research-based interventions through training modeling, and providing feedback.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Serves as the district’s multi-tiered systems of support (MTSS) lead. 2. Leads cooperative long-range planning and implementation of district wide MTSS/RTI. 3. Designs and facilitates rigorous professional development grounded in current research and best practices. 4. Builds strong working relationships, working with diverse groups of people, and contributing positively to a team. 5. Assists schools with data analysis to ensure instruction/intervention is matched to the needs of all students. 6. Provides coaching and support to school-based teams by modeling the skillful use of data to inform decision making. 7. Supports school-based teams with documentation related to the problem-solving process. 8. Monitors the fidelity of implementation of MTSS/RTI at the school and district level. 9. Provides technical assistance activities including walkthroughs and feedback necessary to implement a multi-tiered systems of support. 10. Develops an electronic professional development resource bank to ensure access for all stakeholders. 11. Develops, revises, and updates procedural manuals to align with federal state, and district requirements. 12. Maintains professional competence through reading, research, and participation in professional development activities aligned with the requirements of the position. 13. Monitors compliance with federal, state, and by the district guidelines.

14. Performs all assigned tasks in a timely and efficient manner.

15. Performs other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.