



PITT COUNTY
— SCHOOLS —

Educational Programs and Services
Engage. Empower. Elevate.

MTSS Implementation Coordinator

Position Available: TBD

Reports to: Assistant Superintendent of Educational Programs and Services

NCDPI Salary Scale: TBD, Dependent on licensure and experience

Months of Employment: 12 months

Location: Pitt County Schools, Department of Educational Programs and Services

Position Title: MTSS Implementation Coordinator

Under limited supervision, performs a variety of supervisory and administrative tasks in overseeing the successful construction and implementation of MTSS. Employee is responsible for providing leadership in the development, implementation, and evaluation of programming to promote student learning and teacher effectiveness for the benefit of the system's educational program.

This includes, but is not limited to professional development, coaching structures, as well as evaluation and implementation tools. Consult with cross-functional departments on assessment, planning, implementing, evaluating and sustaining initiatives and efforts to provide school support. Employee will provide technical assistance to and coordinate with internal and external stakeholders to support initiation, capacity building, and sustainability of implementation across the district. Lead implementers in assessing needs, problem-solving to further implementation, facilitate integration with other initiatives, and integrate pre-service programs for all school staff. Oversee the development and use of evaluation instruments and systems for collecting, analyzing, and disseminating data to examine the implementation and outcomes.

Essential Job Functions:

- Leads the design, implementation and evaluation of MTSS.
- Analyzes data including screening data, referral data, and qualitative data on implementation.
- Ensures alignment of MTSS as the overall strategy to meet each school improvement plan.
- Creates, maintains, and updates related website(s) as needed. Observes and interacts with school level instructional leaders.
- Provides feedback from schools to inform district policy and programming.

- Provides leaders with research-based data that allows for informed decision-making.
- Prepares reports and other essential information for district and school leaders.
- Leads the district in transition to MTSS, including district and school level teams.
- Oversees the work of the district rollout for full implementation of MTSS (PreK-12).
- Collaborates with cross-functional teams to determine progress monitoring guidelines.
- Create, validate and publish universal screening and progress monitoring tools.
- Oversees the deployment and support for verbal de-escalation and physical restraint.
- Leads the work of integrating the behavior support, student services, and academics.
- Perform related duties as assigned.

Education, Training Required:

- A Master's Degree is required in the area of Special Education, or a related education field, such as Education Administration, School Counseling; 3-5 years of experience in Educational Leadership; Three years classroom experience; Experience in leading instructional professional development and sustainable improvement science; Knowledge of standard treatment protocol, data driven instruction and observation/feedback; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Preferred Qualifications:

- Possess a degree in school administration

EOE - The Pitt County School system does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship status, age, or disability in any of its educational programs or activities.